Teacher Stipend Payment

Non-Public Title IV, Part A Spending Procedures

Overview:

Teacher may be paid a stipend for approved Title IV, Part A activities that supports your school needs and falls outside of their normal compensable workday.

Required Documentation:

- Either a Check Reimbursement Request (if $1,000 or less) or a confirming Requisition Order form (if over $1,000) with the head of the school’s original signature.
- A completed Teacher Stipend Authorization form signed by the head of the school (mentors and mentees may be listed on the same form).
- An agenda with date and time of meeting.
- Any handouts that were given to teachers during meeting.

Note: Each payee requires a separate submission which must include all of the above documentation attached to each individual request.