Teacher Name: _____

School Name: _____

TEACHER SUPPLY FUNDS EXPENDITURE REPORT
FY 2015-2016

This year the state of South Carolina has provided $250 for qualified teachers for classroom supplies. Teacher supply checks are provided to teachers in August 2015. Eligible expenses must be expended by December 31 2015. In order to meet the requirements of Internal Revenue Code (IRC) section 62, this form must be maintained along with the supporting receipts by the teacher and a copy of this form must be submitted to the school bookkeeper to submit to the District Office.

Rock Hill School District Accountable Plan

IRC section 62(c) allows for nontaxable benefits provided under an Accountable Plan.

If you receive Teacher Supply funds, you must do the following:

* Retain detailed receipts of purchases for your records for a period of at least 3 years
* Provide the date, amount, vendor and detailed description of classroom supplies purchased
* Submit a completed copy of this form to your school bookkeeper as soon as possible, but **NO LATER THAN JANUARY 15, 2016**
* **Cards will be deacitivated on December 31, 2015. Unused funds will be returned to the state after this date.**

I certify that the funds have been spent for appropriate school supplies and that I will maintain the detailed receipts and documentation for said period of at least 3 years. I understand that I must return any unused teacher supply funds which exceed the actual expenses substantiated or said excess shall be treated as taxable income. I understand that if the District is audited and I fail to provide the required documentation, I may be asked to repay the funds to reimburse the District a pro-rata share of taxes and penalties.

Employee Signature _____ Date _____

Date	Amount	Vendor	Description of Supplies
8/15/2015	*105.18*	*Walmart* ***SAMPLE ONLY***	*Pencils -$20; Lined Paper $30; 4 Calculators $48.30; tax $6.88*