

**Classroom Teacher Reimbursement Program
2006--2007**

This program is intended to reimburse consumable items and not equipment. You may claim reimbursement for up to \$80 in classroom supply expenditures. The original, itemized receipt **must be attached**. The receipt must also be dated between July 1, 2006, and May 11, 2007. If items on the receipt include personal items, please underline the classroom supply items (**DO NOT HIGHLIGHT!**). NOTE: Only consumable classroom supplies will be reimbursed. **Example:** Printer ink cartridges will be reimbursed – printers will not be. Also, because of the dietary regulations, food items (candy, chips, drinks, donuts, gum, etc) will not be reimbursed.

NOTE: Receipts must be itemized. *If the vendor does not have itemized receipts, write in the items purchased by the price of the item.* Examples of the needed description for itemization:

Not Acceptable
Bulletin Board Supplies
Books
Rewards

Acceptable
Bulletin Board Border, Push Pins, Tacks, Posters.
Cat in the Hat, Moby Dick, The Pokey Little Puppy
Pencils, Stickers, Gel Pens

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**Please fill in the information below, write the coordinating number on the receipts,
and attach them to this form.**

	<u>Vendor Name</u>	<u>Amount of Receipt</u>
Receipt 1	_____	_____
Receipt 2	_____	_____
Receipt 3	_____	_____
Receipt 4	_____	_____
Receipt 5	_____	_____
Receipt 6	_____	_____
Receipt 7	_____	_____
Receipt 8	_____	_____
Receipt 9	_____	_____
Receipt 10	_____	_____
	Total	=====

I hereby affirm that the above classroom supply reimbursement information is true and accurate.

Name _____
Please Print

Campus _____
Campus where payroll check is received

Signature _____

Teaching Assignment _____
e.g. Resource teacher

Last 4 digits of S. S. # _____

Date _____

Approved _____
Principal Signature

Date _____

Please hold receipts until you exceed a minimum of \$40 in total. At the end of the school year you may submit any receipts for the remaining amount available of the \$80 even if less than \$40. All reimbursements will be delivered through the District pony mail.

Deadline for submitting receipts for reimbursement is May 11, 2007.