

2008-2009
CLAIM FOR REIMBURSEMENT
TEACHER CLASSROOM ENHANCEMENT SUPPLIES

DEFINITION

The 2008 Legislature once again approved \$350 for every teacher in Idaho to purchase classroom supplies. School districts that authorized teachers to spend money on classroom supplies may supplant the funds currently spent with these state funds, freeing up their current spending for supplies for other needs.

Vallivue teachers are authorized to spend \$350 a year on miscellaneous classroom supplies; i.e. teaching aids, pencils/pens, markers/chalk, notebook paper, notes/cards, rulers, organizational items, etc. *The teacher supply allowance **MAY NOT** be spent on the following: copier paper, printer cartridges, food, or postage.*

- Each teacher may spend his/her funds from August 2008 through May 2009.
- It is “preferred and encouraged” that expenditures be made through a district PO to avoid paying sales tax.
- In order to accommodate teachers, the district will allow them to purchase items with their own money and request reimbursement in \$50 increments up to \$350. Purchases must be verified by a receipt(s) and approved by the building administrator. The employee will not be reimbursed for sales tax paid.
- All purchases using the teacher classroom supply fund are district property due to the fact that the revenue is generated through the SDE. REMINDER: If an item is over \$300 in value – it must be added to the district inventory list.

INSTRUCTIONS FOR REIMBURSEMENT

If you wish to purchase supplies with your own money, we will be happy to reimburse you in \$50 increments up to the \$350 allowance. Please follow these guidelines:

1. Purchase supplies and KEEP the receipt(s).
2. Complete the reimbursement form; attach your original receipt(s) to this form, indicating purchases for which you are seeking reimbursement.
3. Secure the approval and signature of your building principal before submitting to the district office.

VENDOR/BRIEF SUMMARY OF SUPPLIES	AMOUNT
TOTAL	\$

 Teacher’s printed name

 Principal’s signature for approval

 Teacher’s signature

/

 Date

 District office approval