

PROCEDURE FOR TEACHER ANNUAL SUPPLY MONEY

The following procedures should be noted for the spending of teacher annual spending money.

If you want to place an order from a company for your supplies, please follow the “Purchase Order Procedures”. You must indicate on the purchase order, **“Teacher Supply Money”**.

If you want to purchase materials and seek reimbursement, please follow the following “Reimbursement Procedures”. You must complete the **Teacher Supply Money Reimbursement Form**, not the gold reimbursement form.

- Teachers are allotted **\$40 per semester for supplies**. A teacher can choose to submit receipts of \$40 each semester or \$80 for the year.
- These purchases must be for teaching materials and/or registration fees for pre-approved professional conferences/workshops. Taxes paid on these supplies are refundable.
- **Receipts can only include items to be reimbursed. Other purchases should not be made on the same receipt.**
- If submitting receipts for the entire \$80, receipts must be submitted no earlier than the beginning of the second semester. Receipts will be accepted once for an amount up to the \$80 reimbursement.
- Only one request per semester may be submitted.
- All receipts must be submitted no later than April 30th.
- Checks requested for reimbursement must be picked up and signed for by the person making the request.
- You will receive an email when your check is ready for pickup.