



## General Requirements for Teacher Reimbursement

To ensure timely and accurate reimbursement of classroom-related expenses, please review and follow the guidelines below:

### 1. Applicant Status

- The applicant must be a class PTA leader.

### 2. Expense Form Submission

- Download the official **Expense Reimbursement Form** from the school website.
- Complete the form in full, **sign it**, and submit it along with all required supporting documentation.

### 3. Receipts

- **Original itemized receipts** are required for all reimbursement requests.
- Receipts must clearly show the following details:
  - Date of purchase
  - Vendor name
  - Class name or working department
  - Description of items purchased
  - Amount paid

### 4. Payment Method Restrictions

- **Purchases made with gift cards** are **not eligible** for reimbursement.
- Acceptable payment methods include **credit card, debit card, cash**, or other **traceable** forms of payment.

### 5. Submission Deadline

- All reimbursement requests must be submitted **within 60 days** of the purchase date.

### 6. Gift Card Policy

- **Gift cards over \$25** are **not eligible** for reimbursement under any circumstances.

## 7. Fixed Asset Purchases

- Reimbursement for **fixed assets** (e.g., electronics, furniture) is **discouraged**.
- If a fixed asset is purchased:
  - **It must be recorded as school property** before being checked out for classroom use.
  - **Pre-approval is required** prior to purchase.
  - **Purchases made without pre-approval may be denied reimbursement.**

# NORTHWEST CHINESE SCHOOL

## Expense reimbursement report

Name: \_\_\_\_\_ Class No. \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Co-Signature (if need): \_\_\_\_\_

Approved By: \_\_\_\_\_

## Instructions:

- 1). Attach statements and receipts to this report when requesting reimbursement.
- 2). Reimbursement can NOT be made without proper authorized approval.