



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.**

Expense reimbursement report

[illegible]

Approved By: _____

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