



INSTRUCTIONAL SUPPLIES REIMBURSEMENT

Instructions:

- 1) Print your full name, select school site, sign, date, and enter reimbursement amount
- 2) Attach original receipt
- 3) Obtain Principal's signature
- 4) (a) Submit to Principal for reimbursement through the school site's imprest account
or
(b) Submit to District Office for reimbursement through revolving cash

Please Issue Check To _____ School Site _____
(Please Print)

"I hereby certify that the item(s) purchased is/are for the instructional use in the classroom and the requested reimbursement amount is accurate and correct."

(Signature) (Date) \$ _____
(Amount)

(Maximum reimbursement is \$200 per fiscal year)

APPROVED BY:

(Principal Signature) Date

Pseudo: _____ Account Number: _____

***MTA Contract Article XII:
For 2016-17 and 2017-18, each classroom teacher will be reimbursed up to a maximum of \$200 per year for instructional supplies.***