



## 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 2019-2020 and 2020-2021, each Bargaining Unit member will be reimbursed up to \$200 per fiscal year for instructional supplies. A one-time submission of all receipts must be submitted by January 31st of each year. (Beginning July 1, 2019)*