



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.***