

COVENTRY PUBLIC SCHOOLS

REQUEST FOR REIMBURSEMENT

Please submit this form to payroll when requesting reimbursement for “*expenses incurred for purchases directly related to the teaching and learning of students*”. The maximum reimbursement provided for by the Collective Bargaining Agreement is \$350 per school year (refer to Appendix B1-4 of the CBA).

***A complete itemized original receipt must be submitted with this form for reimbursement payment to be processed.**

PLEASE PRINT

Employee Name:	School:	Position:
----------------	---------	-----------

Briefly explain how the purchased items were related to the teaching and learning of students:

Total dollar amount to be reimbursed (including tax):	Date Submitted:	Employee Signature:
---	-----------------	---------------------

1. Original sales receipts must be included with form. Receipts must clearly identify the items purchased.
2. Supplies/materials purchased must directly relate to the teaching and learning of students.
3. Reimbursement forms must be submitted by the end of September and/or the end of March (2 cycles).
4. Educators must identify the instructional purpose of the supplies/materials (related to teaching and learning).
5. No purchase may violate copyright laws or licensing regulations.
6. Purchased services for presentations, web design, etc. are not reimbursable – only instructional support materials.
7. Educators may not pool individual allocations to purchase higher cost items (may violate fixed asset purchasing).
8. Items that do not qualify for reimbursement include, but are not limited to software, storage shelves, tissues, hand sanitizer, file cabinets, furniture, rugs.