

**Dexter Community Schools
DEA Teaching Supplies Reimbursement**

Name _____

Building/Department _____

Date _____

Date	Description	Cost
Total \$		

- 1) Attach all cash register/detailed receipts.
- 2) Submit the completed form to your building principal for approval.
- 3) Expense reimbursements will be made AFTER TAXES (you will not be paying taxes on the reimbursement).
- 4) The contractual amount of reimbursement is **\$52.50** (2019-20) OR your building allocation maximum of \$_____.

Employee Signature _____

Approved by _____
(Principal)

Expense Account:

- 11-1111-5110-969-0000-08989 Teaching Supplies -Beacon
- 11-1111-5110-969-0000-08040 Teaching Supplies -Anchor
- 11-1111-5110-969-0000-00214 Teaching Supplies -Wylie
- 11-1111-5110-969-0000-04609 Teaching Supplies -Creekside
- 11-1112-5110-969-0000-08039 Teaching Supplies -Mill Creek
- 11-1113-5110-969-0000-00913 Teaching Supplies –HS

- 11-1122-5110-969-2020-08040 Teaching Supplies –Special Ed Anchor
- 11-1122-5110-969-2020-08989 Teaching Supplies –Special Ed Beacon
- 11-1122-5110-969-2020-00214 Teaching Supplies –Special Ed Wylie
- 11-1122-5110-969-2020-04609 Teaching Supplies –Special Ed Creekside
- 11-1122-5110-969-2020-08039 Teaching Supplies –Special Ed Mill Creek
- 11-1122-5110-969-2020-00913 Teaching Supplies –Special Ed HS

DEA Contract: Article V, H:

“Each teacher shall be allowed to spend on his/her own judgment up to the amount listed below. The Board agrees to reimburse the teacher for such expense on or about October 15th and May 15th, by check provided that the teacher keeps accurate records of such purchases.

2018-2019: \$52.50 2019-2020: \$52.50 2020-2021: \$52.50

For Business Office Use:	Payroll	Pay #
		Paydate

