

Dexter Community Schools
DEA Teaching Supplies Reimbursement
DEA Contract: Article V, H

Name _____

Building/Department _____

Date _____

The amount of reimbursement is **\$52.50** annually OR your building allocation maximum of \$_____.

Date	Description	Cost

Total \$

Important information:

- * All purchases must follow District Purchasing Procedures and allowable expenditures or will not be reimbursed.
- * Amazon purchases must be made through our Amazon Business account following our Amazon Business Purchasing Procedures.
- * The school district is exempt from paying state sales tax on purchases made for goods and services (except prepared foods from restaurants). A sales tax exemption certificate is available on our webpage. It is your responsibility to request sales tax be removed at time of purchase. You will not be reimbursed for sales tax.
- * Attach original detailed receipts listing all items purchased. Credit card receipts are not acceptable.
- * All items paid for or reimbursed by Dexter Community Schools or grants or any student/school/team activity fund are the property of Dexter Community Schools.
- * Expense reimbursements received by 1st of month are paid on 15th paycheck.
- * All DEA Teaching Supplies Reimbursement requests for a school year are due May 1. Late requests will not be reimbursed.

I certify that this request is true and accurate and the expenditures were solely used for the purposes set forth by Dexter Community Schools.

Employee Signature _____ **Date** _____

Reviewed and Approved by _____ **Date** _____

Expense Account:

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> 11-1111-5110-969-0000-08989 SUP Teaching -Beacon <input type="checkbox"/> 11-1111-5110-969-0000-08040 SUP Teaching -Anchor <input type="checkbox"/> 11-1111-5110-969-0000-00214 SUP Teaching -Wylie <input type="checkbox"/> 11-1111-5110-969-0000-04609 SUP Teaching -Creekside <input type="checkbox"/> 11-1112-5110-969-0000-08039 SUP Teaching -Mill Creek <input type="checkbox"/> 11-1113-5110-969-0000-00913 SUP Teaching -HS | <ul style="list-style-type: none"> <input type="checkbox"/> 11-1122-5110-969-2020-08040 SUP Teaching -Sp Ed Anchor <input type="checkbox"/> 11-1122-5110-969-2020-08989 SUP Teaching -Sp Ed Beacon <input type="checkbox"/> 11-1122-5110-969-2020-00214 SUP Teaching -Sp Ed Wylie <input type="checkbox"/> 11-1122-5110-969-2020-04609 SUP Teaching -Sp Ed Creekside <input type="checkbox"/> 11-1122-5110-969-2020-08039 SUP Teaching -Sp Ed Mill Creek <input type="checkbox"/> 11-1122-5110-969-2020-00913 SUP Teaching -Sp Ed HS |
|--|--|

For Business Office Use:	Payroll	Pay #
		Paydate