



Cornerstone Elementary PTA

Teacher/Staff Reimbursement Guidelines



This section applies to all reimbursement requests.

- Purchases from July 1st to January 31st of the current school year are eligible.
- Request must be submitted by the end of February for the current school year.
- Original receipts must be attached to a completed reimbursement form.
- Receipts must have the store name, date, description of item, and purchase price.
- Receipts must not include any personal purchases.
- Explain purpose of purchase. List the receipt date, store name, amount, and explanation of how items were used.
- CSE PTA does not reimburse sales tax.
- Reimbursement is up to the discretion of the CSE PTA board.
- Maximum of \$300 reimbursement

Additional guidelines specific to each budget account:

Class Supplies and Enrichment Class

*Who is eligible for **Class Supplies**?*

- Grade level, interventionist, SPED, and ESL teachers are eligible to be reimbursed from this account. Select **Class Supplies** as the budget account.

*Who is eligible for **Enrichment Class**?*

- Art, Library, Music, and Science teachers are eligible to be reimbursed from this account. Select **Enrichment Class** as the budget account.

What is eligible?

- Items must be for classroom use.
 - *Hint:* Fill in the blank. _____ is/are supplies for my class.
- Educational materials must be for the use of your current students.
- Purchases are allowed from the following stores:

✓ Teacher Pay Teacher (TPT)	✓ Amazon
✓ Lakeshore	✓ Crystal Teacher Supply
✓ Teacher Heaven	✓ Target
✓ Walmart	✓ Office Max/Depot
✓ Hobby Lobby	✓ Michael's
✓ Oriental Trading	✓ Joann
✓ District approved vendors that can be found on Sharepoint	
- If there are other stores not listed above where you plan to make a purchase, please check with PTA teacher representative to see if PTA will approve that store/item.
- If purchasing food items, please attach receipts and a CSE food request form with admin approval.



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Other

Who is eligible?

- Counselors and nurse would select the **Other** budget account and specify accordingly.
 - Counselors: Counselor or Blue Ribbon Month
 - Nurse: Red Ribbon Week

What is eligible?

- Items to support the cause.
- Purchases are allowed from the following stores:
 - ✓ Teacher Pay Teacher (TPT)
 - ✓ Lakeshore
 - ✓ Teacher Heaven
 - ✓ Walmart
 - ✓ Hobby Lobby
 - ✓ Oriental Trading
 - ✓ District approved vendors that can be found on Sharepoint
 - ✓ Amazon
 - ✓ Crystal Teacher Supply
 - ✓ Target
 - ✓ Office Max/Depot
 - ✓ Michael's
 - ✓ Joann
- If there are other stores not listed above where you plan to make a purchase, please check with PTA teacher representative to see if PTA will approve that store/item.



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TEACHER/STAFF Reimbursement Request Form



Date _____ **Total Amount Requested \$** _____

Budget Account Class Supplies Enrichment Class Other

Check Payable To _____

Address 1800 Chatham, Sugar Land, TX 77479

*** CSE PTA does not reimburse taxes. Attach necessary documents. ***

Explanation of Purchases

Receipt Date	Store Name	Amount	Purpose (How were these purchases used?)

Approval #1	_____	Date	_____
Approval #2	_____	Date	_____

For Treasurer's Use			
Check # _____	Amount \$ _____	Paid _____	
Date of Delivery _____	<input type="checkbox"/> In Person	<input type="checkbox"/> Teacher Mailbox	<input type="checkbox"/> Mailed