

## **PTA Reimbursement Guidelines for Teacher Supply Funds**

- ❖ All reimbursement requests must include a PTA Reimbursements, Invoices and Deposits form. Blank forms are located on the left side of the PTA Drop Box. If there are no forms in the pocket, Rita has an electronic copy and can print one. The form is also available on the PTA website at [nashuapta.my-pta.org](http://nashuapta.my-pta.org), Treasurer tab.
- ❖ Please submit paper copies of all forms and receipts to the PTA Drop Box and put items together in sealed envelopes. Envelopes are available on the right side of the PTA Drop Box.
- ❖ Any unintended items need to be excluded from the reimbursement request.
- ❖ The PTA cannot reimburse tax expenses. Please use Tax Exempt Forms on all purchases. Please exclude any charged tax values on Reimbursement Requests. (If you can purchase an item at Sam's Club or Costco with tax for less, please contact our treasurer.)
- ❖ All Reimbursement Requests should be for the amount noted on the accompanying receipt(s). Joint purchases will be reimbursed from one teacher's account. Teachers assume the responsibility of tracking joint purchases.
- ❖ The PTA can reimburse purchases of classroom supplies and materials, including:
  - Materials to support your curriculum - manipulatives, learning games.
  - Bulletin board paper, border, alphabet/letters, sets.
  - Items to enhance the learning environment, such as lamps or material for curtains.
  - Supplies: composition notebooks, binders, dry erase markers, hole punches, book boxes.
- ❖ ***All classroom supplies/materials are to remain property of Nashua Elementary School and cannot be transferred with a teacher or faculty.***
- ❖ The PTA will reimburse up to \$100 per teacher for the 2019-2020 school year. If staff members would like to use [TeacherLists.com](http://TeacherLists.com) to ask parents for additional supplies or food, the PTA will promote these lists to our members.

**If you have any questions about these guidelines,  
please contact Kristi Potratz on her cell 515-343-0827  
or [treasurer.nashua@gmail.com](mailto:treasurer.nashua@gmail.com)**

**The Reimbursement Request deadline for the 2019-2020 school year is  
May 15, 2020. Items turned in after this date will not be reimbursed.**