

**FEDERAL WAY PUBLIC SCHOOLS
FWEA REPRESENTED EMPLOYEES
EDUCATIONAL MATERIALS AND SUPPLIES REIMBURSEMENT CLAIM**

ANNUAL ELECTION CHOICE—SELECT ONE (cannot be both):

I elect the \$214.00 payroll compensation in lieu of materials reimbursement.
(If this choice is selected, send signed form to Payroll.)

OR

I elect reimbursement for the attached receipts.
(If this choice is selected, send signed form to Accounts Payable.)

Employee ID # _____

Please issue a check to: _____

School location: _____

In the amount of: _____

For reimbursement election, fill out the following and attach original receipts:

Maximum amount reimbursable _____
(\$214 for full time employee and
prorated for less than full time)

Amount previously reimbursed (_____)

Current request (_____)

Balance remaining for school year _____

I hereby certify under penalty of perjury that this is a true and correct claim for expenses incurred by me and that no payment has been received by me on account thereof. I am represented by FWEA and entitled to this reimbursement.

Employee signature: _____

Date: _____

I hereby certify that the above claim meets the guidelines outlined for reimbursement and authorize payment thereof.

Principal/Administrator: _____

Date: _____

Acct. # 15227880LL-500

GUIDELINES AND PROCEDURES

- A. FWEA represented employees shall be eligible for reimbursement each year for supplies, materials, or activities they have purchased or selected during the current year in support of their assignment. For the 2009-2014 school years the amount shall be \$214.00 for each full-time employee. Less than full-time employees are eligible for a pro-rata reimbursement.
- B. Requests for reimbursement need to be submitted no later than June 30 of the current year. Requests received after June 30 will be charged to the staff member's account for the next school year and paid after the start of the new fiscal year.
- C. Instead of being reimbursed for purchases, individual staff may elect to receive their reimbursement as compensation through payroll. Such election must be made annually and submitted to Payroll by June 30. It will be paid on the August 31 paycheck. If no election is made, the individual staff member will be eligible for reimbursement only.
- D. A minimum of \$50.00 in receipts is required before a claim may be submitted. This will limit reimbursement to no more than 5 times in any given school year. (Last claim may be less than \$50.00)
- E. Balances remaining at the end of the year may not be carried forward into the next school year.
- F. Original receipts/documentation must be dated in the current year, specify items purchased and delivered, show proof of payment, and must be attached to this form.
- G. Approval of the building principal or administrator is required before a check may be issued.
- H. Once an employee is reimbursed for materials, the purchase becomes District property.

ATTACH ORIGINAL RECEIPTS TO THIS FORM.