

Classroom Fund Grant Reimbursement Policy 2017-2018

Purpose: The PTSA supports the teachers of Jing Mei in their instruction of our children and as part of that support, reimburses teachers for purchases made to enhance the instruction of Jing Mei students throughout the school year. The PTSA has designated the Classroom Fund grant to support literacy in Chinese or English and/or curriculum-based classroom projects. Below is a general guideline on how to spend your funds. If you have any questions on whether an item is reimbursable, please contact Angela Easter at Treasurer@BMDL-PTSA.org.

Do Spend On...	Do Not Spend On...
<p>Items that go in the kids’ hands</p> <p>Books</p> <p>Online Subscriptions</p> <p>Magazine Subscriptions</p> <p>App’s that promote literacy</p> <p>Or</p> <p>Items for Classroom Projects</p>	<p>Items that do not go in kids’ hands</p> <p>Books for Professional Growth</p> <p>Baskets</p> <p>Posters</p> <p>School Supplies</p> <p>Hand sanitizer, etc.</p>

Reimbursement Limit – The maximum reimbursable amount per teacher is as follows. If you have any questions on your classification, please email Treasurer@BMDL-PTSA.org.

- New Teacher/New Classroom - \$300
- Existing Teacher - \$200
- Specialist - \$100

Reimbursement Process – In order to be reimbursed, you must provide the following:

- Completed [Reimbursement Form](#). Form can be found in file folders next to the PTSA drop box in the office or on the BMDL-PTSA website.
- Original receipts, invoices or printout of online payment confirmation listing items purchased and the total amount paid (including receipt showing conversion rate in USD\$ if purchased from China).
- If any of the above items are incomplete, your request may be delayed until we have the required information. Completed forms may be left in the PTSA drop box in the office or the PTSA mailbox in the workroom, ATTN: Angela Easter.

Ownership of Materials – Classroom materials must be used for the benefit of Jing Mei students or Jing Mei teachers in their instruction of Jing Mei students. Durable goods purchased with PTSA Classroom Funds become the property of Jing Mei Elementary and should remain with the school upon the departure of the teacher.

PTSA Board Approval – The PTSA Board reserves the right to determine, in its sole discretion, whether to reimburse a teacher for classroom materials bought. To ensure reimbursement, the PTSA recommends seeking approval prior to purchase of any materials whose relation to classroom instruction is not readily transparent.