Finance Department

Teacher's Classroom Supply Documentation of Expenditures

School Year _____ - _____

NOTE: **In order to substantiate the amount paid to you, you must provide legible copies of all applicable receipts for the purchases of classroom materials and supplies, to your work location administrator, no later than December 1st of the current school year.**

Teacher Name:_____ Employee No.:_____

School Name:_____ School No.:_____

List only purchases supported by receipts

Merchant/Store Name	**Supplies Purchased** *(List Each Item Individually)*	**Receipt Total** *(Including Taxes)*

Page ____ of ____ **Page Total**

I acknowledge that these funds were spent for the sole purpose of purchasing classroom materials and supplies to be used in the instruction of students assigned to me. I understand that the portion of the amount that was paid to me, but not supported by receipts, will be collected via payroll deduction.

Print/Type Name	*Signature*	*Date*