

**24.25 LCAP Teacher \$250/New Teacher \$500
Form D-138**

Reimbursable items only. These funds are for instructional materials to benefit the students inside the classroom. Indicate the date, vendor name and total amount of receipt. Please do not combine personal purchases on these receipts.

If in doubt, please contact the SIA office at 6592 in advance so that your reimbursement is not declined.

*LCAP 2.7: Each classroom teacher and itinerant staff * will receive up to \$250 for instructional materials to target the specific needs of their low income, English Learners and foster youth students.*

ALL REIMBURSEMENTS MUST BE RECEIVED IN THE SIA OFFICE NO LATER THAN 12/6/2024

THE FOLLOWING ITEMS WILL NOT BE REIMBURSED:

- * technology or programs, with the exception of software applications and student headphones.
- * furniture (such as teacher chairs, student seating, bookcases, etc)
- * food, candy, gift cards or personal items.
- * light blocking glasses

Items purchased for teacher reimbursement must be shipped to your home/mailling address.

Reimbursement Guidelines - Special for LCAP Teacher \$250

- Please collect original receipts and submit as few reimbursement requests as possible to maximize efficiency and minimize the cost of processing.
- Minimum Reimbursement is \$25.00; Maximum is \$250 (may be on one reimbursement request).
- **Teachers must use form D-138-LCAP-Teacher-funds for reimbursement** - Improper forms will be returned.
- Auditors require original itemized sales receipts – tape original receipts to plain white paper and attach to the D-138 form.(Copies of sales receipts will not be accepted - see FAQ clarification below).
- ALL Online order invoices (including Amazon) must show that they were SHIPPED and RECEIVED.
- Teachers Pay Teachers: Purchases must be pre-approved by the Principal. TPT items have not been approved by the District or vetted By the Curriculum Council. Principals who approve TPT purchases should have conversations with the teacher to ensure the purchase appropriately supplements District Curriculum and the School's SPSA. Principal signature should be recorded on the reimbursement form.
- Instead of the reimbursement requests, teachers can use an open PO at approved vendors. Follow purchasing guidelines to do this to place the order in Financial 2000.

guidelines when making software purchases

- Digital and software purchases must adhere to the district's policy to "Ask Before You App" to ensure that all educational technology tools used in our schools are approved and compliant with student data privacy regulations BEFORE being purchased or used with students. bit.ly/cjUSD_abya Please visit the ask before you app to determine what apps in the district are already approved, and the process involved with requested a new software purchase at bit.ly/askbeforeappIT Please review this link to determine what software purchases have already been approved at bit.ly/CJUSDapprovedapps
- Attach the software purchase receipt and documentation this is a CJUSD approved software purchase by printing this information from the bit.ly/CJUSDapprovedapps