Foundation *for* West Hartford Public Schools

Reimbursement Policies

All purchases or payments MUST include an invoice and/or receipt.

For In-Residence grants- **In-residence grants CANNOT be paid by the teacher or the school directly (due to tax reporting requirements). Payments must go through Jane Roy.**

Call or e-mail Jane Roy **at least** 2 weeks prior to the in-residence date with person's name, address, tax ID # or social security # (for tax purposes), amount due, date of implementation and brief description of grant.

Or--teachers can send an invoice from the professional- in-residence to Jane with the above information on it at least 2 weeks before the date. Jane will send the teacher a check.

For materials already purchased- If a teacher has used a personal credit card/check to purchase materials, send Jane the receipt.

Fill out purchase requisition obtained in school office, and send it to Jane who will send the requisition form and the payment to the vendor.

For materials that are ordered- send an invoice from the store to Jane who will send a check to the teacher. Jane should receive the invoice at least 2 weeks prior to pick up of materials.

School credit card-occasionally a teacher might be able to charge the materials on the school credit card. Jane will reimburse the school. (check $ limit)

Sales tax- teachers should get tax-exempt certificate from school office or from Jane Roy prior to purchasing materials on their own.

Email: Jane_Roy@whps.org Telephone: 561-6683

Frequently asked questions

Can grant $ be spent in the summer for materials to be used the following school year?
Reimbursements will begin on September 1, 2010

If there is $ left after a grant is implemented, can a teacher use it for other purposes? ***No***

Can transportation be funded in certain circumstances?
Yes

If a teacher is unable to implement all/part of a grant, can it be carried over to the next year?
Generally no, however each case is handled on an individual basis. Call the FWHPS office – 561-8755.