

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.

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.

Or--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.

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, 2011

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

What if there is a change in my grant? ***You must contact us prior to making any changes in grant activities or programs.***

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.