



NORTH RIDGE ELEMENTARY SCHOOL

Parent/Teacher Association

7120 HARPS MILL ROAD
RALEIGH, NORTH CAROLINA
PHONE: 919-870-4100

Guidelines for Teacher Reimbursement of Classroom Supplies

The PTA of North Ridge Elementary School is happy to support our teachers by providing a budget for reimbursements of classroom supplies.

We are able to provide these funds through the generous support of parents of North Ridge Elementary students gained in fundraising activities.

The funding of school operations is to be supplied by governmental entities. While we realize that funds supplied by WCPSS might be tight, the PTA cannot replace funds not supplied by governments. For the reimbursements of classroom supplies, that means that the PTA can only reimburse requests that are for the benefit of the students—through either the students' learning experience or communication with students and families. According to National PTA guidelines, supplies purchased/reimbursed by the PTA should be given directly to students. You will be asked on the reimbursement/check request form to confirm that the expenses are related to the mission of the Parent Teacher Association of North Ridge Elementary School and that you will use purchased items exclusively for this purpose. Examples of what the PTA is and is not allowed to reimburse include:

Eligible for reimbursement

- Classroom supplies for students
- Subscription fees for online teacher services
- Items specifically approved by the PTA board

Cannot be reimbursed

- Equipment used exclusively by teachers
- Food, beverages
- Gift cards, Purchasing credits or any items bought with gift cards/credits

If you have questions regarding what items can be reimbursed, please contact Jan Zimmermann, pta.nretreasurer@gmail.com, before you incur expenses.

2020/2021 Classroom Supply Budget: **\$150.00 per class (Pre K - 5)**

To receive this funding, please submit your completed Reimbursement/Check Request Form (please try to collect at least \$50.00 for a reimbursement request). Please attach itemized receipts, and send the form and the receipts to the PTA Treasurer within 30 days of incurred expenses and prior to June 30, 2021, which is the end of the budget year. Any funding not properly claimed prior to this date will be forfeited.

Costs exceeding the budget or not properly documented with receipts and/or invoices cannot be reimbursed.

Thank you for your dedication to teaching our children!