

Frequently Asked Questions About Materials Reimbursement

Do the materials I purchase belong to me or to the school?

The materials you purchase and get reimbursed for belong to you. They are for your personal use to increase your content knowledge and improve your instructional methods. You may share them if you wish, but they are yours.

What is the deadline for spending my materials allowance?

June 30, 2012. All requests for reimbursement must be submitted by the end of the day.

Note: We encourage you to spend your allowance during the year to improve your content knowledge and instructional strategies during the academic year 2011-2012.

Can I get reimbursed for something that I purchased when I was on vacation this summer that I will be using in my classroom?

No. The timeline for these purchases are September 25, 2011 through June 30, 2012.

Can I get sales tax reimbursed?

Yes. Sales tax is reimbursable.

Can I get shipping and handling reimbursed?

Yes. Shipping and handling is reimbursable.

Can I use my materials allowance to purchase equipment?

No. The grant does not allow for the purchase of equipment for teachers.

Note: That is why we are loaning cameras.

Can I purchase classroom sets of materials for student use?

No. The grant does not allow purchase of materials en masse for student use.

Purchases should be for materials to increase teacher content knowledge in American History or to improve classroom instruction strategies of the teacher. Materials for items to use with the students are acceptable, e.g. artifacts, but not items such as classroom sets of books or maps.

Am I limited to purchasing print materials?

No. You may purchase artifacts for classroom use; however the following restrictions and procedures apply when purchasing artifacts.

1. No more than 50% of your materials allowance can be spent on artifacts
2. If a single artifact item is going to cost more than \$40.00 you must have prior approval for purchase in order to be reimbursed-email Dr. Stuart Hobbs hobbs2@osu.edu and Judy Kestner tesc_kestner@tccsa.net with a description of the item, the cost of the item, the name and address of the proposed vendor and briefly state how you intend to use it in the classroom.

Can I have my district order materials for me and have the district reimbursed through my allowance?

No. We do not reimburse districts or buildings with grant funds.

Note: We cannot reimburse districts, just individuals and in this case the invoice would be in the school's name not the individual's. If you want to order from a company and your order is over \$100.00. We will order this directly from the vendor for you (*we can get the same price as your school and we are tax exempt*) and reduce your allowance by that amount.

Just email tesc_kestner@tccsa.net with the complete information including vendor, vendor address, itemized (item, quantity, amount).

If your order is under \$100.00 let us know and we will send out an email to others in your cohort and see if anyone else wants to order from the same vendor to meet the \$100.00 floor. If we have multiple participant orders to a vendor we will prorate the shipping and handling per individual amounts..

What must I submit to get reimbursed?

You must complete and sign the request for reimbursement form provided and attach to that request **original itemized receipts** for all of the items listed on the request. Put them in an envelope to the attention of J. Kestner and put them either on the van mail or postal mail to the ESC. *Attached you will find a few examples of receipts which are not acceptable.*

Once I have submitted my request how long does it take before I will receive my reimbursement check?

Usually 10 days after it is received in this office provided that everything is in order and nothing has to be back checked.

If you have any other questions regarding materials reimbursement, please email tesc_kestner@tccsa.net with that question and I will email both question and answer to everyone in the cohort as well as adding it to this frequently asked list.