

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 625
FINANCES**

TEACHER SCHOOL SUPPLY STATE REIMBURSEMENT

A teacher may be reimbursed for purchases of “necessary school supplies for the pupils they instruct,” up to the per teacher amount approved by the Nevada Department of Education each year, through the following process:

1. Complete the Teacher Supply Reimbursement Form electronically with a separate line for each receipt, noting the vendor, what was purchased, and the amount. Note that sales tax will not be reimbursed. Copies of the District’s sales tax exemption letter will be provided to teachers for use with vendors upon request and should be returned with the Reimbursement Form. Tax exemptions may be used by teachers ONLY for school supplies, and NOT for personal use.
2. Print out a copy of the completed form.
3. Staple receipts (or photocopies of receipts) to the back of the Reimbursement Form.
4. Read and sign the acknowledgement on the Reimbursement Form
5. Submit the Reimbursement Form to the Principal.

The Principal shall review and sign the Reimbursement Form unless it appears that any of the items purchased are in violation of a District Policy, in which case, the Principal shall inform the teacher of the violation and note the violation on the Reimbursement Form.

The Principal shall electronically prepare a list setting forth the amount that is due each teacher and submit the list to the Fiscal Services or Grants Department as appropriate to assure timely processing of reimbursements. The due date for these submissions will be determined annually by the Fiscal Services Department.

Checks for reimbursements will be sent out prior to the end of the school year.

Teachers may not submit more than one claim for the same purchase, nor should teachers submit claims for the same purchase to any organization or agency for reimbursement, tax credit or deduction, other than the District.

Reference: NRS 387.1251

Adopted: December 10, 2019