

# Twindly Bridge Charter School

Phone: 376-6680    Matanuska Susitna Borough School District    Fax: 376-6683

RM # 21- \_\_\_\_\_  
(office use)

2020/21

## HOME EDUCATION REQUEST FOR REIMBURSEMENT

**Student Name:** \_\_\_\_\_

**PARENT VENDOR #** \_\_\_\_\_  
(Office Use)

**PAYEE** (name): \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
Alaska,

**PHONE** \_\_\_\_\_

**By signing this form, I acknowledge that these purchases will be reimbursed with public funds and are the property of the Mat-Su Borough School District. Some items must be returned at the time of withdrawal from TBCS.**

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**I have verified that these items support this student's I.L.P**

Teacher/Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_

Date: \_\_\_\_\_

Accounting Supervisor \_\_\_\_\_

Date: \_\_\_\_\_

**Note: Items over \$100 must be pre-approved. Select items may require MSBSD inventory tag.**

I.L.P. SUBJECT (Math, LA, Core, Etc) (Required)	VENDOR (where items were purchased)	ITEM NAME & DESCRIPTION If receipt is itemized - one receipt per line If not itemized - list items or attach list	Rcpt #	RECEIPT TOTAL
<input type="checkbox"/> A&M Waiver on file			<b>TOTAL (Must be at least \$100):</b>	<b>\$</b>

DEADLINE: MAY 1ST

**NO REIMBURSEMENT FOR:**

- Religious Materials
- 100.065.140.0691.1.0.  
410:  
411:  
425:  
433:  
440:  
444:  
450:  
457:  
475:  
490:

**Office Use comments:** TBCS will only reimburse up to \$150.00 per month, per family for Internet (see pg. 11 of student handbook.)

From Parent: Date \_\_\_\_\_ By \_\_\_\_\_ To Advisor: \_\_\_\_\_ To Tracy \_\_\_\_\_ To John \_\_\_\_\_ To Acct \_\_\_\_\_ Pd \_\_\_\_\_

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This form is used to reimburse parent/guardian from student allotment for purchases that were paid “out of pocket”. Please follow instructions for preparing your request carefully. Due to our high volume of reimbursement requests, requests submitted incorrectly may be returned.

## DO NOT SUBMIT REIMBURSEMENT REQUESTS UNTIL YOU:

Complete Registration and ILP  
Assure all purchases are supported by the ILP  
Pre-approve items over \$100.00 with advisor

## INSTRUCTIONS TO COMPLETE FORM

1. Designate one parent (payee) for the whole year. Use this parent on every form. Submit one form per student.
2. Complete payee information and sign on the parent signature line
3. Fill out one line of the form per receipt: ILP, VENDOR, ITEM NAME & DESCRIPTION, RECEIPT NUMBER, RECEIPT TOTAL
4. Attach an original detailed itemized receipt behind the yellow reimbursement form in the order you listed the receipts.
5. Tape receipts to a plain 8 ½ X 11 paper. **Tape all edges of receipt** (this page will be fed through a scanner several times).
  - a. **Do not** tape over the prices, highlight prices, or cut/fold receipt to hide needed information such as date.
  - b. **Do not** submit double sided receipts. Pages must be printed single sided.
6. Staple or paper clip receipt pages to reimbursement form, use ONE staple or clip, remove all other hidden staples that could get stuck in the scanner.
7. Drop off form at the front desk for processing and approval.

## WHAT MAKES A GOOD RECEIPT?

**WHO:** Who did you purchase from? Make sure the receipt shows the vendor or company. If you have a receipt for lessons or services, make sure the vendor contact information (name, phone number, address) is listed.

**WHAT:** What did you buy? Receipts must be itemized and detailed. If a receipt is for multiple students make sure to clearly note.

**WHEN:** When was it purchased? Receipts must show date. All purchases/lessons/services must be within the current fiscal year.

**HOW:** How did you pay? How much did it cost? Make sure the receipt either shows method of payment or clearly shows that payment has been received. Make sure the receipt clearly shows the total charged amount.

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After your request is processed by TBCS and the MSBSD accounting department you will receive a payment by mail or direct deposit if set up.

A current A & M waiver is required to be on file before payments to service providers are reimbursed.