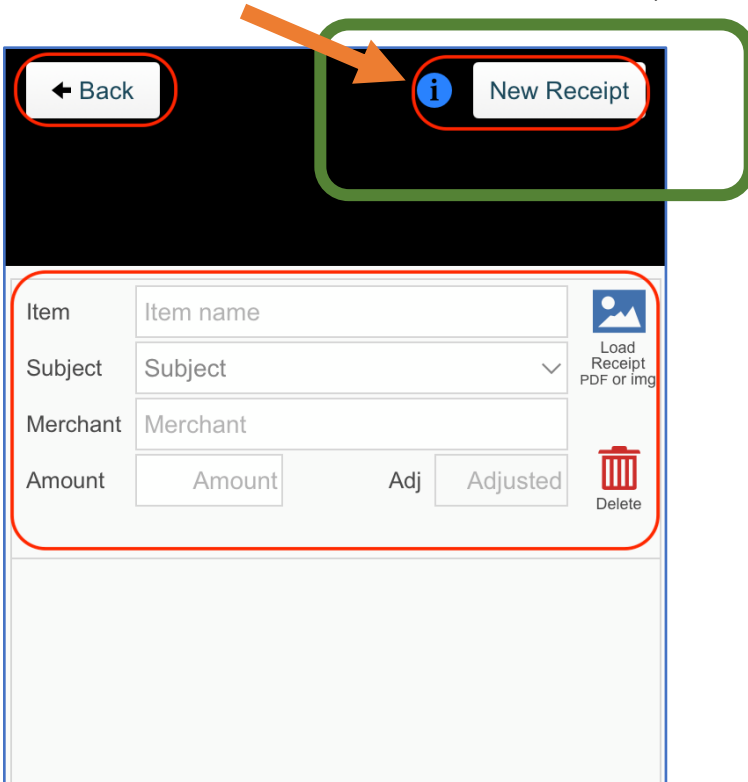


Dear Parents, you may submit **ONE** reimbursement request per week per child. Each request may have up to 10 receipts attached. The total of the reimbursement request must be greater than \$100. If a parent has multiple children, then the total of all children's reimbursement requests must be greater than \$100. Directions on how to add multiple receipts per reimbursement request are below.

1. ON A PHONE:

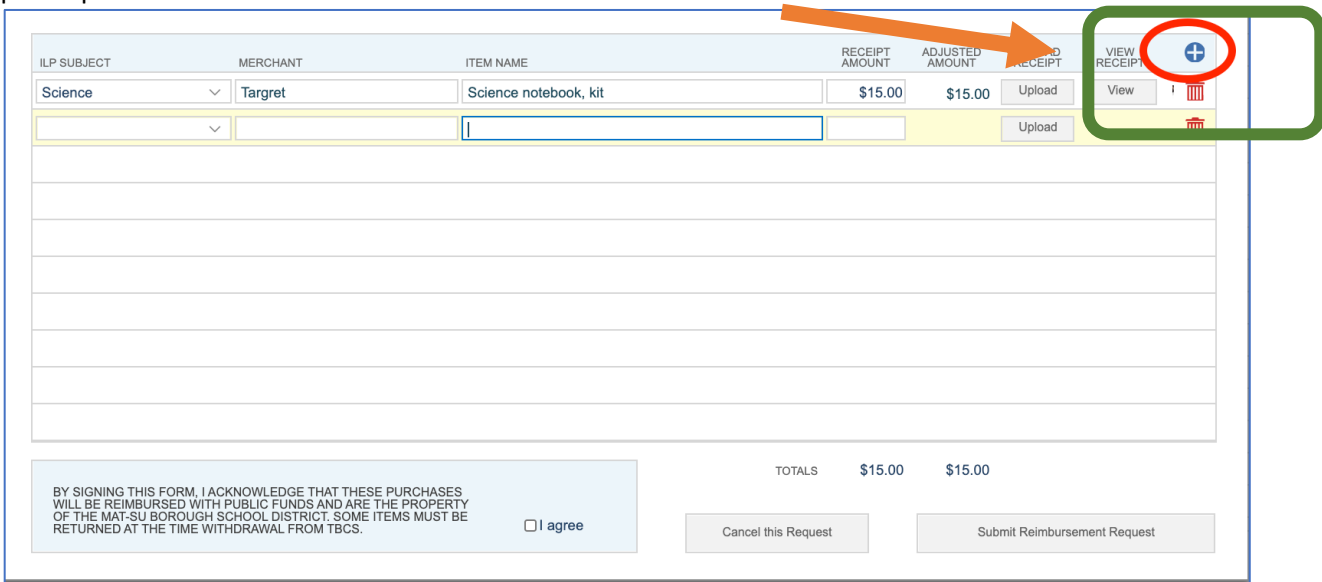
CLICK THE NEW RECEIPT BUTTON ON THE TOP OF THE SCREEN AFTER YOU ENTER THE FIRST RECEIPT. This will create another section for you to enter the second receipt's information. Keep doing this for up to 10 receipts per request. THE TOTAL OF ALL RECEIPTS MUST BE GREATER THAN \$100 OR IT CAN NOT BE PROCESSED.



The image shows a mobile app interface for adding a new receipt. At the top, there is a navigation bar with a "Back" button on the left and a "New Receipt" button on the right. An orange arrow points to the "New Receipt" button. Below the navigation bar, there is a form with the following fields: "Item" (text input), "Subject" (dropdown menu), "Merchant" (text input), and "Amount" (text input). There are also "Adj" and "Adjusted" buttons, and a "Delete" button with a trash icon. A "Load Receipt PDF or img" button with a camera icon is also present. The form is highlighted with a red border.

2. ON A COMPUTER

CLICK THE NEW RECEIPT "+" BUTTON ON THE TOP RIGHT CORNER OF THE SCREEN AFTER YOU ENTER THE FIRST RECEIPT. This will create another section for you to enter the second receipt's information. Keep doing this for up to 10 receipts per request.



The image shows a computer interface for adding a new receipt. It features a table with columns for "ILP SUBJECT", "MERCHANT", "ITEM NAME", "RECEIPT AMOUNT", "ADJUSTED AMOUNT", "ADD RECEIPT", and "VIEW RECEIPT". The first row contains the following data: "Science", "Targret", "Science notebook, kit", "\$15.00", "\$15.00", "Upload", and "View". There are "Upload" buttons for each row. An orange arrow points to the "+" button in the "ADD RECEIPT" column. Below the table, there is a "TOTALS" row showing "\$15.00" and "\$15.00". At the bottom, there is a disclaimer: "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 WITHDRAWAL FROM TBCS." and a "I agree" checkbox. There are also "Cancel this Request" and "Submit Reimbursement Request" buttons.

**THE TOTAL OF ALL RECEIPTS MUST BE GREATER THAN \$100 OR IT CAN NOT BE PROCESSED.**