

TBCS Reimbursement Guide for:

1. Amazon Purchases
 2. Computers
 3. Gym Memberships
 4. Instructional Lessons
 5. Internet Services
-

1. Amazon Purchases

Upload: Amazon “view order details” receipt (must show Shipped, On the Way, or Delivered)

General Info:

- Full receipt must be uploaded, no partial screen shots
- If multiple siblings share a single receipt, distinguish which items were purchased for each student by highlighting the prices in different colors, assigning a color to each student.

Example of Item Description: Books, markers, rulers

2. Computers

Upload: Receipt and a picture of the serial number

General Info:

- Computers that are reimbursed using student allotment are therein considered property of Twindly Bridge and will be given an inventory number which is attached to the student's MSBSD Student ID Number.
- That same computer can be purchased at a District-provided depreciation price at any time, but no later than the student's withdrawal or graduation from Twindly. If you'd like to know your computer's depreciated price, please call Twindly's front desk.
- Apple Computers can be ordered and direct-purchased using funds from your student's allotment. Speak with your advisor for more information.
- Get pre-approval from your advisor before purchasing a computer out-of-pocket.

Example of Item Description: Dell Latitude 3310 2-in-1 Serial#ABCD12345

3. Family Gym Membership

Upload: Monthly invoice/s with proof of payment.

General Info:

- Gym memberships may include a lot of extras but only the monthly fee is reimbursable. The initial registration fee is also reimbursable.
- If you have questions about getting reimbursed for educational lessons provided by your gym, ask your advisor.

Item description example: Jan-March

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4. Instructional Lessons

Upload: A receipt with vendor name and contact information, date, dates of service/itemization, price, and proof of payment. (Think of the information on a Fred Meyer receipt, for example.)

OR

Turn in an [Instructional Receipt](#). Be sure to have the vendor complete and sign the bottom of the form.

General Info:

- We can't reimburse for lessons that *haven't happened* unless the receipt states "non-refundable" in some way. Otherwise, submit receipt AFTER lessons have occurred.
- Instructional lessons are educational services provided to students, paid out-of-pocket by parents. Parents must sign an [A&M waiver](#) prior to being reimbursed for these lessons. Lessons taught by a family member are NOT reimbursable.

Item description example: Karate Lessons Mon & Wed 1/11 - 2/14

5. Internet Service

Upload (choose one):

Page 1 of the monthly invoice PLUS Page 1 of the next month's invoice (showing payment of the prior month)

OR

Page 1 of the monthly statement PLUS a payment receipt/confirmation

OR

Page 1 only (if "Auto Pay" or "Credit Card on File" is stated on invoice)

General Info:

- Up to \$175 per month per family is reimbursable.
- Deduct from one student at a time (don't divide a month's fee between siblings). Multiple invoices may be uploaded on the same line of the reimbursement request.

Item description example: Internet Bill Dates Jan 15 - May 15
