



NPUC Educational Material Refund

Complete one form per teacher

Due: April 13

Each elementary school and junior academy in the North Pacific Union Conference is eligible for three-fourths reimbursement on approved expenditures for education materials up to \$200.00 per full-time teacher. The NPUC office of education will reimburse three-fourths (up to \$150.00) of this amount.

APPROVED PURCHASES

Games, charts, CD's, manipulative devices, bulletin board materials, models, computer software, resource materials, reproducible materials

- Funds are to be used for items to extend and expand the students' learning experiences. They are not to be used for basic curricular textbooks or materials as required by the NPUC Textbook List, capital improvements or equipment, for a large outlay such as encyclopedias or regular classroom map sets.

PROCEDURE

Questions regarding items not on the approved list should be referred to the Montana Conference Office of Education where an authorization form for each school will be completed and sent to the union conference office. Disbursements will be made to the Montana Conference by the union.

- This request must be accompanied by supporting receipts listing materials purchased.
- All purchase will be the property of the school or teacher allocating the funds.
- If a receipt has items you are not claiming, please ensure the claimed items are checked or circled and include the total amount claimed at the bottom of the receipt.

Expenditure and Reimbursement Details

| Amount Spent: | Store/Website Name: |
|---------------|---------------------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |

Grand Total of Receipts: _____

Amount Requested from NPUC (75% up to \$150): _____

Please have the check made out to the school

Please have the check made out to the teacher

Date

Principal's Signature