

August 24, 2010

To: Members of CTA Units A and B

From: Claire Spinner, Chief Financial Officer  
Chris Colbath-Hess, President, Cambridge Teachers Association

Subject: Instructional Materials Reimbursement

In accordance with the contract between the Cambridge School Committee and the Cambridge Teachers Association, we are again issuing the attached Instructional Materials Reimbursement Form for your use. This form will enable members of CTA Units A and B to obtain reimbursement for out-of-pocket expenses made by individuals for classroom and other instructional materials used in the course of their employment with the Cambridge Public Schools. The reimbursement amount is a maximum of \$450.

The contract calls for the School Committee to annually establish, at the beginning of the school year, an "Instructional Materials Reimbursement Account" for each member of the bargaining unit. By agreement with the CTA, we have used September 30 as the "as of date" for unit members on the payroll to be eligible, in order to include individuals hired during September.

In addition to reimbursement allotments for Unit A and B members on the payroll as of September 30, we have agreed to set aside a small number (10) of additional reimbursement allotments as a contingency for the following:

- A unit member may be on a short-term leave of absence during the beginning months of the school year, with an extended term substitute (who is not eligible by contract for reimbursement) filling in. Upon return, the unit member is eligible.
- A new teacher may be hired after September 30, in a position previously filled by an ETS, or in a grant-funded position.

These additional allocations, up to the limit of ten, will be made available until January 31 of this school year.

Please read the form and follow the instructions carefully. Note that receipts are required for all items. Also, in order to make sure we are able to process all reimbursement requests in the proper fiscal year, there is a submission deadline of **March 1, of each year**. Earlier submission of forms will allow us to make payments earlier. In order to improve processing of payments, the Instructional Materials Reimbursement will now be paid on Payroll as a non-taxable reimbursement. It will be identified as "SD Instructional Materials" on regular semi-monthly payroll checks. However, all forms are to be submitted to the Financial Operations Office, 159 Thorndike Street, attn: Patricia Rousseau.

If you have any questions regarding this process, please contact Patricia Rousseau in the Financial Operations Office at ext. 6446.

(see reverse side for form)

Cambridge Public Schools  
“Instructional Materials Reimbursement Account”-Reimbursement Form

In accordance with Article 26 of the CTA contract, the School Committee shall annually establish, at the beginning of the school year, an “Instructional Materials Reimbursement Account” for each member of the bargaining unit. By agreement with the CTA, we have used September 30 as the “as of date” for unit members on the payroll to be eligible, in order to include individuals hired during September. The purpose of this account shall be to reimburse Unit A and B members for out-of-pocket expenses for classroom and other instructional materials used in the course of their employment with the Cambridge Public Schools. **This form must be submitted no later than March 1, each year. Forms received after that date will not be reimbursed.**

1. The section below is to be filled out for all out-of-pocket expenses for “classroom and other instructional materials” purchased in the current fiscal year. Note: furniture, non-instructional equipment/materials and professional development expenses are not eligible for reimbursement.
2. Purchases made between March 1 and February 28 may be submitted with the reimbursement form for the next school year as per CTA contract. However, individuals cannot be reimbursed any earlier than September 30, in a school year.
3. **All vendors must have a receipt attached and listed individually. Do not list individual items just receipt total. Do not list if you do not have a receipt. (ALL RECEIPTS MUST BE TAPED ONTO 8 1/2 X 11 SHEETS OF PAPER). Please do not use staples. The receipts must be able to run through a copier. Print clearly and use additional sheets of paper as needed.**
4. **When trimming the receipts, do not cut the date of purchase off the receipt.**
5. **Please submit once for the total amount (up to \$450) that you are requesting as reimbursement.**
6. Total the list at the bottom. **(Please double-check your total)**
7. Print your name, school or department location, home address, sign and date.
8. All reimbursement forms must be received in Financial Operations no later than **March 1 of the current school year** to be processed. Earlier submission will facilitate timely payment.

Date	Vendor Name	Required Receipt Attached (√)	Amount

(If Total is greater than \$450, then \$450 will be reimbursed). TOTAL: \_\_\_\_\_

(please print)  
 Name: \_\_\_\_\_

School/Dept: \_\_\_\_\_

Home Address: \_\_\_\_\_  
 \_\_\_\_\_

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