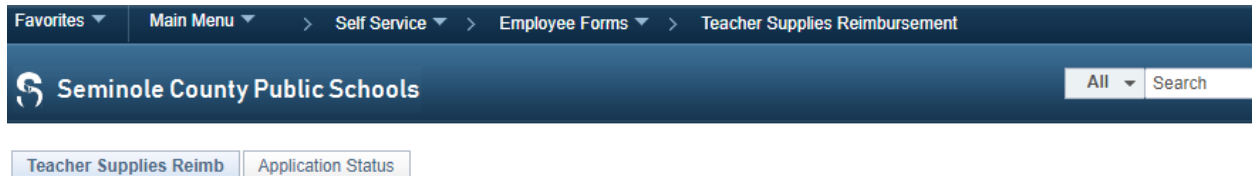


Teacher Classroom Supply PeopleSoft Payroll Reimbursement Form Instructions


The District implemented a new Teacher Classroom Supply (TCS) payroll reimbursement process for teachers that purchased supplies for the classroom outside their Amazon Business account using their own funds.

To get reimbursement for those purchases, [please login to PeopleSoft HR](#) and navigate to:

[Self Service](#) > [Employee Forms](#) > [Teacher Supplies Reimbursement](#)



SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA [TEACHER SUPPLIES REIMBURSEMENT FORM](#)

















 Information

Please click on the [Information Link](#) on the form to obtain detailed instructions, or follow the instructions on the form and enter the requested information:

1. Add one receipt at a time by entering:
 - a. **Date of purchase** (must match the date on the Receipt).
 - b. **Vendor/Store** name (must match the Vendor/Store name on the receipt).
 - c. **Total Amount** (up to the total of the receipt or amount you are seeking reimbursement from the receipt).
 - d. **Attach** a copy of the Itemized receipt. If food items were purchased, attach a copy of the related lesson plan(s) by continuing to Step 2.
2. **To add another receipt**, please click on the “+” button and follow the instructions in item 1 above, or if you are all done, skip to the next step.

To add a Lesson Plan, please click on the “+” button and add the same **Date of Purchase** as used above. Enter “Lesson Plan” in the **Vendor/Store name**. Enter 0.00 in the Total Amount field.

Attach a copy of the lesson plan. Example:

Purchase Information		Personalize Find  		First  1-2 of 2  Last			
*Date of Purchase	*Vendor/Store Name	Total Amount	Comments	View	Delete		
08/15/2021 	Walmart	8.50					
08/15/2021 	Lesson Plan						

3. **Amount** field (in the upper right corner next to the cost strip). The Total Expenses Claimed field will calculate this based on the receipts information you entered. Please take the total amount from all receipts that is displayed in the Total Expenses Claimed field and enter it in the **Amount** field.
4. Click on **Submit** button when you are done.

The request will follow an approval process:

Teacher Classroom Supply PeopleSoft Payroll Reimbursement Form Instructions

1. If approved, you will be reimbursed for the lesser of the amount of your purchases or the balance available in your Amazon Business Account. You should see the approved request appear in your next regular cycle payroll check.
2. If pushed back, we need additional information from you to process your Teacher Supply Reimbursement request.
 - a. Please review the comment and complete the required action.
3. If denied, you will receive an email indicating the reason.

Reimbursements will be processed up to the remaining balance in your Amazon Business account and is not subject to withhold tax.