

Sonlight Reimbursement Procedures

When filling in your Class Description Form, it is important to carefully consider and estimate what your expenditures may be for the class you've signed up to teach in order to set the appropriate fee. Class fees charged should be carefully calculated and spent on making the class as fun and educational as you can. Calculate the fee set for the class times the number of students enrolled in your class and this is the amount you have to spend on your students.

When expenditures have been made, you may print off a Reimbursement Form from the Sonlight website. The treasurer also keeps some forms available at Sonlight. Please be sure you always include **your name, name of class, hour offered, date submitted, and grade level** on every form that you fill out.

After filling in the Reimbursement Form, attach all appropriate, original receipts to the back of the form. **It is our policy that if you do not have appropriate receipts you do not get reimbursed.** We are now a 501(c)(7) so it will be even more important to keep accurate records. Receipts are your proof of purchase. Help us know what the expenditures are by making sure the entire receipt is clear and do not write over any of the printing on the receipt. We need to see vendor, date, description, price of each item, total amount paid, method of payment and any tracking numbers to be a proof of purchase. Items purchased need to be listed on the form, especially if they are non-consumable items. Write the service provided with dates, the title of the book, or whatever was purchased in the Expense Purpose/ Expense Description area of the form. Packing slips can only be used as a receipt if the amount of items and method of payment are clearly indicated on the slip, or is included with a credit card statement. If you buy used materials, it is possible for you to be reimbursed, but you must have an itemized receipt showing amounts for each individual title or item purchased, **signed and dated by the seller**. Unacceptable receipts include non-specific, hand-written receipts by you, price tags, bank copies of checks, and statements with a balance due. **If at all possible, get a separate receipt for your Sonlight purchases. If you must combine personal purchases, group Sonlight items together.** You may write in copies made on your home printer (up to .10 cents each for B/W, and .50 cents for color copies). Please itemize copies made at home by detailing what the copies were for. For example: "22 copies of Test 6", "13 copies of worksheet page 47."etc. Please be aware of any copyright laws. We do not reimburse for printer cartridges or paper used to make copies. Organized and neat reimbursements are easier to verify.

After the form is properly filled in and the appropriate receipts are attached, place it in the treasurer's turnstile at the Coordinator's table. Most reimbursements are processed within a week.

Any non-consumable items for which you have been reimbursed should be labeled SONLIGHT and become the property of SCEC. These materials should be turned in to one of the Coordinators when no longer needed for your classes.

Please let me know if you have any questions.

Jennifer Garcia, Treasurer

817-793-2473