

## Procedures for Ordering or Requesting Reimbursements

This annual allowance is provided for classroom materials, supplies, professional development, etc. to support the delivery of instruction. Purchases and Reimbursements are subject to approval.

Examples of Approved Items	Examples of NOT Approved Items
<ul style="list-style-type: none"><li>• instructional materials like textbooks</li><li>• software</li><li>• iPads</li><li>• professional development in teaching area</li></ul>	<ul style="list-style-type: none"><li>• Religious content</li><li>• furniture/decorations</li><li>• home goods/decor</li><li>• prizes/party supplies</li><li>• food/candy</li><li>• gift cards</li><li>• clothing</li><li>• personalized items, etc.</li></ul> <p><b>(Items must have an educational purpose to be approved.)</b></p>

**The deadline for submitting first semester purchase orders or requesting reimbursement is December 15.**

**The deadline for submitting second semester purchase orders or requesting reimbursement is **March 1.****

## Procedures

### REIMBURSEMENT (PURCHASED BY TEACHER):

1. Complete the ST Reimbursement Form in [Frontline Central](#).
  - a. Gather your receipts. Scan or take CLEAR photos of your receipts to attach to the Frontline Central form.
  - b. A proof of payment must be attached to the online submission form. This could include an itemized receipt from a retail store, a printed copy of an email confirmation of your paid purchase, a statement of your charge or debit card with the transaction highlighted and a packing slip if provided.
2. Reimbursement checks will be mailed.

If you would like your order approved before you make the purchase, email [stsecretary@berkleyschools.org](mailto:stsecretary@berkleyschools.org) with a description of the item(s) (copy of a catalog page, link to a webpage description, etc.) and a reply email will be sent with the approval or denial.

**PURCHASE ORDER (PURCHASED FOR TEACHER BY BERKLEY SCHOOL DISTRICT\*):**

1. Complete the ST PO Requisition Form in [Frontline Central](#).
  - a. You will need one of the following for the Frontline Central form:
    - i. Link for a wishlist
    - ii. Exported shopping cart
    - iii. List of items including item#'s, quantity, price, and item names
  - b. Be sure to include shipping charges.
  - c. Items ordered will be shipped to your school. If you're at more than one building, **please specify which school you want items shipped to in the form.**
2. Purchase orders are processed through our Business Office on a weekly basis. Please allow 1-2 weeks for the order to be received by the vendor. Check with the vendor on the approximate processing and shipping time for your order to calculate the overall order processing time.
3. An email will be sent once your order has been placed. You will be asked to inventory everything and check the items received on the packing slip. A copy of the packing slip needs to be sent back to [stsecretary@berkleyschools.org](mailto:stsecretary@berkleyschools.org) in order for the payment to be made.

\*All tech items (iPad, computer, printer, etc.) should be purchased by Berkley School District. The tech department will inventory all items before sending them on to the teachers. If you choose to purchase your own technology, please submit the serial number with your reimbursement.

**All items purchased are the property of Berkley School District.**

**Please direct any questions to Gary Yee at [Gary.Yee@berkleyschools.org](mailto:Gary.Yee@berkleyschools.org) or 248.837.8053.**

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