

Carrollton-Farmers Branch ISD
ONE-TIME PER YEAR

TEACHER SUPPLY REIMBURSEMENT (REPAY) FORM

Classroom teachers are allowed to submit receipts (only ORIGINAL receipts; not copies) up to **\$57** for reimbursement for teaching supplies that they have purchased for the **2009-2010** fiscal year (**Once** per teacher per year).

The district will **not** reimburse sales tax paid on these purchases.

*To submit a request for REPAY reimbursement, enter on the Region Ten System as a MPR. Enter the teacher's name as a FAVOR vendor (see pages 39-40 of the MPR manual). Use code **00-199-11-6399-TR-XXX-099000** substitute XXX for your campus organization code.*

All paperwork (MPR request print-screen, REPAY form, and original receipts) must be submitted to **Annette Thompson** in the Business Office **before Friday, August 13, 2010**. Paperwork received after that date will not be accepted. Please note: the invoices must have dates between **September 1, 2009 – August 13, 2010** to be accepted.

Teacher Name: <u>PRINT</u>	
Campus Name:	
Amount of Receipts attached (excluding Sales Tax):	\$