

Teacher Reimbursement up to \$150 for Webcams, Microphones and/or Tripods Purchased for the Purpose of Broadcasting or Recording Lessons in Canvas for Students at Home

Teachers wishing to broadcast or record daily instruction through Canvas will be reimbursed up to \$150 for the purchase of a webcam, microphone, and/or tripod. Receipts for purchases should be submitted to the school's main office.

Administrative assistants at River's Edge, South Valley, Kauri Sue Hamilton, all elementary schools, and the five secondary pilot schools should submit reimbursements via the district checkbook as follows: Submit an e-check request through Skyward for reimbursement to the teacher for the amount spent (up to \$150 per teacher).

Administrative assistants at all other schools still using the school checkbook system should submit an NPO to the Accounting Department for each teacher requesting reimbursement (up to \$150 per teacher). The original receipt should be attached to the NPO to document the purchase and the principal and teacher should each sign the NPO. Please include the teacher's name, address, and vendor key.

The account to be charged for these reimbursements is: 10 E xxx 7210 1090 650

Teachers exceeding the \$150 allocation may apply the excess against their teacher legislative supply allocation. In order to do this, the teacher will need to retain copies of receipts, subtract \$150 from the total spent, record the difference on his/her legislative supply *Record of Receipts* envelope, and place the receipt copy/documentation inside the envelope.