

2023-2024 TEACHER AND LIBRARIAN REIMBURSEMENT PROCEDURES FOR CLASSROOM/LIBRARY SUPPLIES

System will be operational on September 1, 2023.

Overview:

North East ISD has provided \$250,000 to be used to reimburse classroom teachers and librarians for classroom supplies purchased from the employee's personal funds and used in the classroom/library. **These funds are available on a first come, first serve basis.** In previous years, the program has had remaining funds. The maximum reimbursement a teacher/librarian is eligible to receive is \$150.

Reimbursement Period:

The reimbursement period begins July 1, 2023 and ends June 21, 2024. All receipts must be dated within this period and submitted for reimbursement by 5:00 PM on June 21, 2023. However, the system will not accept any new reimbursement requests after all the available funds have been disbursed.

Eligibility:

Only classroom teachers and librarians are eligible for reimbursement. These employees will have a "teacher" or "librarian" Job code in Lawson. Nurses, counselors, principals, instructional interventionists, etc. are not eligible for reimbursement. If in doubt you may try to enter your reimbursement data into the application. If you do not have a "teacher" or "librarian" Job code, the system will notify you. If you are an eligible classroom teacher or librarian and the system notifies you that you are ineligible, please contact [Lydia Flores](#).

Spending Guidelines:

Teachers and librarians can be reimbursed for classroom supplies purchased from any vendor. This applies if they purchased the supplies from non-approved district vendors as well. Also, sales tax paid can be reimbursed. **No personal items** should be included on receipts. This program (alone) allows for delivery of items to a location other than the campus.

Consumable supplies for the classroom/library are allowed (such as paper, pens, folders, book baskets, bulletin borders, organizational materials for small group instruction, etc.). Technology equipment and software purchases are typically not allowed as these purchases should be made through the District in order to verify compatibility and for tracking purposes. However, some software subscriptions may be allowed. Due to our state's recent focus on student data security, all software and online subscription services are being reviewed regardless if they are new adoptions or renewals. To begin the evaluation process, please ask one of your interested teachers to complete and submit the following online form: <https://forms.gle/ZbVm9m35gRbsVyCG8>. Non-consumable purchases will be reviewed on a case-by-case basis. Please send any inquiries about eligible purchases to [Christi Brinkman](#).

Retention Period:

Receipts and Reimbursement Forms should be retained by campus bookkeeper for five years.

Request Procedures for Teachers:

1. Navigate to NEISD homepage (www.neisd.net) & log in to access MyNEISD
2. On the MyNEISD page, Click on **Employee Portal** (located under Quick Links)
3. Login using the same user ID and password used for Active Directory. If you have any problems logging in, please contact the Help Desk at 407-0189.
4. Under **"All My Applications"** click on **"TEACHER Expense Reimbursement"**
5. "Teacher Expense Reimbursement" menu will appear.
6. Options include: (1) Create New request, or (2) Inquiry.
7. To initiate reimbursement: click on **"Create a new request"** and enter information. Date from receipt should be entered in the following format: (MM/DD/YY), vendor name from receipt and amount from receipt. If the amount listed on the receipt is \$160.00, enter 160.00. The system will automatically limit the reimbursement to \$150.00. **Note: Sales tax is reimbursable.**
8. Print screen and attach original receipts. If you have a laser receipt, make a copy, and attach copy to Reimbursement Print Screen and original receipts. (Laser receipts fade over time). Click on "Submit" button. This will send data to the bookkeeper for review and processing. **No personal items should be included on receipts.** Items purchased do not need to be delivered to the campus (ONLY for this program).
9. Forward the Reimbursement Print Screen and attached receipts to your campus bookkeeper for approval.
10. The Bookkeeper will review receipts and approve in the system. After the approval the reimbursement up to the maximum of \$150.00 will be paid to the employee. *The reimbursement is not subject to payroll taxes.*
REMINDER: Approved teacher reimbursements will be processed through Accounts Payable, like Travel Expense Reimbursement and Local Mileage. Reimbursement checks will be run on a weekly basis. Employees who currently participate in Payroll direct deposit will receive their reimbursement through direct deposit. Employees who do not currently have Payroll direct deposit will be issued a check that is mailed to their home address.
11. Click on the "Inquiry" button to review the status of reimbursement submission. If you forget to print the screen detail listed in Item 9, you can click on "Inquiry" and then "View Detail" and print screen to attach to the receipts.

Approval Procedures for Campus Bookkeeper:

1. Review receipts to ensure the amount on receipt is the same amount entered into the system and the item purchased qualifies a classroom supply.
2. Navigate to NEISD homepage (www.neisd.net) and log into MyNEISD.
3. Click on **Employee Portal** (located in the Quick Links on the MyNEISD page)
4. This will take you to the Employee Portal Login page - use the same ID and password used for Active Directory.
5. Under **"My Applications"** click on **"TEACHER Expense Reimbursement"**
6. "Teacher Expense Reimbursement" menu will appear.

7. Click on **“Process Request”**. If information is entered incorrectly, the bookkeeper can correct the information.

NOTE: If you see the message “The employee does not have a vendor ID linked to the Lawson system. Please contact Accounting.” then please contact [Veronica Binder](#) in Accounts Payable at 407-0186 to have the teacher added.

8. When correct, approve in the system.
9. File the Reimbursement Form and attach receipts in alphabetical order by the employee’s last name. Retain documentation for five years.