Attach copies of receipts to this form

Lafayette District Schools

TEACHER CLASSROOM SUPPLY DOCUMENTATION OF EXPENDITURES

SCHOOL YEAR 2017 - 2018

NOTE: In order to substantiate the amount paid to you, you must provide legible copies of all applicable receipts for the purchase of classroom materials and supplies, to the District Office no later than May 25, 2018.

EMPLOYEE NAME (PRINT)	SCHOOL

Merchant / Store Name	Description of Supplies Purchased	Amount Paid including Tax

TOTAL PAID **$**

I acknowledge that these funds were spent for the sole purpose of purchasing classroom materials and supplies to be used in the instruction of students assigned to me. I understand that the portion of the amount that was paid to me, but not supported by receipts, will be collected via payroll deduction by June 8th of the current school year.

Employee Printed Name **Signature** **Date**