



**Cambridge Public Schools**  
135 Berkshire St  
Cambridge, MA 02141



**To:** Members of CEA Units A and B  
**From:** Claire Spinner, Chief Financial Officer  
Dan Monahan, President, Cambridge Education Association  
**Date:** October 3, 2022  
**Subject:** FY 2023 Instructional Materials Reimbursement Information

The Cambridge Education Association (CEA) Units A and B Collective Bargaining Agreement includes an Instructional Materials Reimbursement for out-of-pocket expenses for classroom supplies and other instructional materials used in the course of their employment with the Cambridge Public Schools.

- ❖ **Reimbursement Amount:** \$450
- ❖ **Dates of Purchase:** March 1, 2022 through February 28, 2023.
- ❖ **Form Submission Deadline:** March 1, 2023. Earlier submissions are strongly encouraged and will result in a quicker turnaround of your reimbursement.

### Who is Eligible?

All members of CEA units A and B who are active employees within the Cambridge Public Schools are eligible. Members on a full-year leave of absence (paid or unpaid) are not eligible. Any member who is on a partial-year leave of absence of 93 or more days or who has a hire date after the 90<sup>th</sup> day of school is eligible for a partial reimbursement of up to \$225.

### Purchases Eligible for Reimbursement

Classroom supplies and other instructional materials and tools that you use to support your work are eligible expenses. Computer peripherals that do not store student information such as mice, document cameras and additional keyboards are also eligible expenses. CPS does not allow non-CPS owned devices, including laptops, Chromebooks and tablets, to connect to the CPS secure network, to be used with students, or to store student data. To be eligible for reimbursement, any such device must be reviewed and approved by the Educational Technology department. Any online subscriptions, applications, and resources must also be reviewed and approved by the Educational Technology department. Please email Gina Roughton, Assistant Director of Educational Technology ([groughton@cpsd.us](mailto:groughton@cpsd.us)) before submitting these types of purchases for reimbursement. In order to expedite the processing of these reimbursements, please submit a copy of the email from Gina Roughton approving the purchase with your reimbursement submission.

### Purchases Not Eligible for Reimbursement

Furniture, non-instructional equipment/material, and professional development expenses are not eligible for reimbursement.

## Procedures to Request the Instructional Materials Reimbursement

We are happy to announce that this year we are offering two possible methods for submitting your instructional materials reimbursement request:

- A. Last year we piloted a new, online application, **Certify** that will enable you to submit a paperless request, which was very successful. Instructions are below.
- B. Alternatively, you may still submit the paper-based **Instructional Materials Reimbursement Form** (attached to this memo) along with copies of your receipts to the CPS Financial Operations department.

Regardless of the method you choose, please submit only one reimbursement request per year.

### CERTIFY

\*Paper submissions still accepted, see Instructional Materials Reimbursement form below

<b>1. GET ORGANIZED</b>	Create a folder of receipts on your computer <b>if emailing or uploading receipts</b> (accepted file formats .jpg, .png, .pdf, .tiff, etc.)
<b>2. SIGN ON</b> <a href="#">instructions</a>	<b>Mobile App:</b> Download Certify Mobile app, select My Company Login, Company Code = cpsma <b>Online</b> at <a href="http://certify.cpsd.us">certify.cpsd.us</a> or through CPS <a href="#">ClassLink launchpad</a>
<b>3. DELETE OLD RECEIPTS</b>	<b>Check Wallet</b> (menu on left), <b>Select</b> receipts from before 3/1/22, and <b>Click</b> the gray <b>Delete</b> button (after Add to Report and Send Items buttons)
<b>4. ADD RECEIPTS</b>	<b>Mobile App:</b> Select high resolution photo & <b>Receipt</b> button to scan (see <a href="#">instructions</a> ) OR <b>email</b> from CPS Gmail account to <a href="mailto:receipts@certify.com">receipts@certify.com</a> (see <a href="#">instructions</a> ) OR <b>upload</b> file directly from computer (see <a href="#">instructions</a> ) Note: wait a few minutes after adding for the scanning technology to work
<b>5. REVIEW RECEIPTS</b> <a href="#">instructions</a>	In <b>Wallet</b> , click on the <b>white space</b> in the bar containing the receipt information to expand. Then click the gray <b>Edit Item</b> button, bottom right.  Add the Instructional Purpose of materials in the <b>Reason field</b>
<b>6. CREATE EXPENSE REPORT</b> <a href="#">instructions</a>	<b>Resolve Errors:</b> Use <b>Cleanup Wizard</b> (upper right) to resolve <b>flag(s)</b> errors <b>Exclamation(!)</b> = exceeds \$450 limit, ok to submit, reimbursement capped at \$450 <b>Edit receipts:</b> Edit pencil in Expense column to edit individual receipts <b>Want to start over?</b> Click <b>Drafts</b> in the left menu and the <b>X</b> under actions.
<b>7. SUBMIT</b>	Click <b>Submit for Approval button</b> (upper right)

### NEED HELP?

**Technical questions about Certify?** Contact the CPS Helpdesk at [helpdesk@cpsd.us](mailto:helpdesk@cpsd.us) or 617.349.9872  
**Paper submission or reimbursable questions?** Contact Linda Branco [lbranco@cpsd.us](mailto:lbranco@cpsd.us) or 617.349.6445  
**Instructional Materials Reimbursement Payment**

The Instructional Materials Reimbursement is paid to you through your regular payroll check as a **non-taxable** reimbursement. It is identified as “SD Instructional Materials.” We encourage you to submit your form early –this will result in a quicker turnaround of your reimbursement.

## FY 2023 Instructional Materials Reimbursement Form

*CEA Units A & B Members Only*

**PURPOSE:** Reimbursement of up to **\$450** for out-of-pocket expenses for classroom supplies and other instructional materials. Members on a full year Leave of Absence (paid or unpaid) are not eligible. Any member who is on a partial year leave of absence of 93 or more days or who has a hire date after the 90<sup>th</sup> day of school will receive reimbursement up to \$225.

- ❖ **FY 2023 Dates of Purchase: March 1, 2022 through February 28, 2023.**
- ❖ **Form Submission Deadline: March 1, 2023.** *Earlier submissions are strongly encouraged and will result in a quicker turnaround of your reimbursement.* Forms received after March 1, 2023 will not be processed.
- ❖ Please submit only one reimbursement form per year.

### INSTRUCTIONS:

1. If using this form, you must print, attach receipts, and submit a paper copy.
2. Complete the chart below by listing each individual receipt. For each receipt, list the purchase date, vendor name, and amount. Attach additional sheets if necessary. Please include your name on all sheets.
3. The purchase date must be between March 1, 2022 and February 28, 2023.
4. Please double-check your total calculations!
5. **Original receipts are required.** Please tape your receipts onto 8 1/2 X 11 SHEETS OF PAPER. Please be careful not to cut the date of purchase off the receipt.

**Note:** Furniture, non-instructional equipment/materials, and professional development expenses are not eligible for reimbursement.

Purchase Date	Vendor Name and Purchase Description	Receipt Attached (✓)	Amount Of Receipt
<b>TOTAL</b>			

I hereby certify that the above supplies/materials were purchased for instructional purposes in the course of my employment with the Cambridge Public Schools. **Please Type or Print:**

Name: \_\_\_\_\_ School/Dept: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_