



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: Oct 2, 2023
Subject: FY 2024 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, 2023 through February 29, 2024.**
- ❖ **Form Submission Deadline: March 1, 2024.** Submissions after this date will not be processed. *Earlier submissions 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 90th day of school is eligible for a partial reimbursement of up to \$225.

Purchases Eligible for Reimbursement

Eligible expenses include:

- Classroom supplies and instructional materials and tools that you use to support your work.
- Computer peripherals that do not store student information, such as mice, document cameras and additional keyboards.

Expenses that need preapproval:

- Laptops, Chromebooks, tablets or other mobile computer devices (such as a smartphone).
- Any online resource, including subscriptions, applications, or programs.

CPS does not allow non-CPS owned devices 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 as well as any online resource must be reviewed and approved by the Educational Technology department.

Please email Gina Roughton, Assistant Director of Educational Technology (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/materials, and professional development expenses are not eligible for reimbursement.

How to Request the Instructional Materials Reimbursement

You may request the reimbursement in one of two ways:

- ❖ Using **Certify**, a software application that supports a paperless submission from your computer or mobile device (*instructions below*) – this preferred method allows for quicker processing; or
- ❖ Submitting the **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 use, **please submit only one reimbursement request per year.**

The reimbursement is paid to you through your regular payroll check as a non-taxable reimbursement. It is identified on your check stub as “SD Instructional Materials.”

CERTIFY INSTRUCTIONS

1. GET ORGANIZED	Create a folder of receipts on your computer if emailing or uploading receipts (accepted file formats .jpg, .png, .pdf, .tiff, etc.)
2. SIGN ON instructions	Mobile App: Download Certify Mobile app, select My Company Login, Company Code = cpsma Online at certify.cpsd.us or through CPS ClassLink launchpad
3. DELETE OLD RECEIPTS	Check Wallet (menu on left), Select receipts from before 3/1/23, and Click the gray Delete button (after Add to Report and Send Items buttons)
4. ADD RECEIPTS	Mobile App: Select high resolution photo & Receipt button to scan (see instructions) OR email from CPS Gmail account to receipts@certify.com (see instructions) OR upload file directly from computer (see instructions) Note: wait a few minutes after adding for the scanning technology to work
5. REVIEW RECEIPTS instructions	In Wallet , click on the white space in the bar containing the receipt information to expand. Then click the gray Edit Item button, bottom right. Add the Instructional Purpose of materials in the Reason field
6. CREATE EXPENSE REPORT instructions	Resolve Errors: Use Cleanup Wizard (upper right) to resolve flag(s) errors Exclamation(!) = exceeds \$450 limit, ok to submit, reimbursement capped at \$450 Edit receipts: Edit pencil in Expense column to edit individual receipts Want to start over? Click Drafts in the left menu and the X under actions.
7. SUBMIT	Click Submit for Approval button (upper right)

Reminder: Submit your request as soon as you are able. Earlier submissions and submissions through Certify will result in a quicker turnaround of your reimbursement.

NEED HELP?

Technical questions about Certify? Contact the CPS Helpdesk at helpdesk@cpsd.us or 617.349.9872

Paper submission or reimbursable questions? Contact Linda Branco lbranco@cpsd.us or 617.349.6445

FY 2024 Instructional Materials Reimbursement Form

CEA Units A & B Members Only

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. Members on a partial leave of absence of 93 or more days or who has a hire date after the 90th day of school may receive a reimbursement of up to \$225.

- ❖ **FY 2024 Dates of Purchase: March 1, 2024 through February 29, 2024.**
- ❖ **Form Submission Deadline: March 1, 2024.** *Earlier submissions are strongly encouraged and will result in a quicker turnaround of your reimbursement.* Forms received after March 1, 2024 will not be processed.
- ❖ Please submit only one reimbursement request 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, 2023 and February 29, 2024.
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. Certain technology purchases require pre-approval (see attached memo for details).

Purchase Date	Vendor Name and Purchase Description	Receipt Attached (√)	Amount Of Receipt
TOTAL			

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: _____