



# Galt Joint Union Elementary School District

1018 C Street, Suite 210, Galt, CA 95632  
209-744 4545 | [www.galt.k12.ca.us](http://www.galt.k12.ca.us)

## Reimbursement Procedures:

### Step 1: Teacher Reimbursement Submission

Complete the Materials and Supplies Reimbursement Claim.

- List reimbursements by receipt, even if from the same vendor; multiple vendors per reimbursement are allowed.
- Up to 12 reimbursement requests per teacher on a single form.
- Personal transactions must be made separately from reimbursement requests.
- Avoid highlighting or noting on receipts; use the reimbursement form for details.

#### Mandatory Fields on the Reimbursement Form:

- a. Date: Ensure the date reflects the purchase, not the form completion date.
- b. Vendor: Specify the supplier of purchased items.
- c. Specific Purpose: Clearly state the reason for the purchase (e.g., incentives, classroom supplies).
- d. Amount: Report the total amount paid to the vendor, including tax.
- e. Employee Signature: Sign the form and attach receipts.
- f. Submission: Submit the form with receipts to the secretary.

### Step 2: Secretary Processing

- The secretary submits the reimbursement to the District Office.
- Reimbursement processing may take up to 30 business days from the date received at the district office.
- If the district office finds incorrect receipts/form incomplete this can delay the processing to additional 14 business days.

**Receipts must include Vendor, Date, Items, Unit Cost, Shipped (if applicable), Payment Details.**

***Note: The following attachments will feature illustrative examples and provide guidance on what is an acceptable receipt.***

---

#### MISSION STATEMENT

The school district's mission is to promote growth and achievement through innovative educational programs that integrate personal strengths, social-emotional and academic learning for all children.

Superintendent: Lois Yount | Chief Business Official: Alejandra Garibay  
Curriculum Director: Claudia Del Toro-Anguiano | Educational Services Director: Kuljeet Nijjar  
Board of Trustees: Wesley Cagle, Traci Skinner, Casey Raboy, Annette Kunze, Katherine Harper

**Galt Joint Union Elementary School District**

**Materials and Supplies Expense Reimbursement Claim**

**Employee / Claimant Information:**

Name: Alejandra Garibay Site: District Office  
 Address: 565 Clover Ave. City/Zip: Patterson, 95363

**Please Note: This form cannot be used for mileage or conference and travel reimbursement.**

*Original Receipts must be itemized, with the name and address of the vendor, the date of purchase, details of items purchased including description and unit cost as well as proof of payment. If an item description on the receipt is not self-explanatory, please indicate next to the item on the receipt what was purchased.*

*Receipts should be reimbursable in their entirety without redaction; do not mix personal and District purchases on the same receipt/transaction. Do not use highlighter pen on receipts. Receipts should be taped, without taping over any print/ink detail, to an 8.5x11 sheet of paper and attached to claim.*

*Please note that restaurant and eatery receipts must be itemized, detailing the food items purchased and include documentation of payment. This frequently involves two slips: the meal/order itemization and the corresponding credit card receipt.*

*Non-Toxic: Arts and craft items purchased for use in the classroom that contain any kind of chemical component, including but not limited to markers, crayons, glue, paint, cleaners, etc, must be clearly labeled as 'non-toxic' with the appropriate certification reference. Attach a photocopy the packing identifying the name and manufacturer of the product and the 'non-toxic' certification to the reimbursement claim. Please note, Oriental Trading purchases are not allowed.*

**Meeting Expense:** Clearly identify the event by name, purpose and date in the 'Specific Purpose' column; attach a meeting agenda to the claim.

Date	Vendor	Specific Purpose	Amount *
11/16/2023	Amazon	Classroom supplies	48.42
12/15/2023	TPT	Science & Reading Lessons	59.10
12/11/2023	Walmart	Classroom supplies	50.12
12/5/2023	Dollar Tree	Science Lesson	15.02
12/11/2023	Walmart	Classroom Supplies Pliers,Acetate Folders, Pocket Folders	24.83

SAMPLE

Expense needs to be allocated by Resource, Goal and Function; the total of each section should equal the reimbursement total. Reimbursement can be made from more than one Resource; please list the amount that should be expensed to each Resource adjacent.

Total: 197.49  
 Less Disallowed: \_\_\_\_\_  
 Total Claim Reimbursement: 197.49

Funds (Resource)	Amount	Goal	Amount	Function	Amount
Site Allocation		Undistributed		Instruction	
Donations		Regular Ed		Admin	
Lottery <input checked="" type="checkbox"/>		Bilingual		Health/First Aid	
Title I		Spec Ed Severe		Operations	
Supplemental & Concentration		Spec Ed Non Severe		Testing	
Library		Preschool		Other:	
Other:		Other:		Other:	
Other:		Other:		Other:	
<b>Total</b>	<b>-</b>	<b>Total</b>	<b>-</b>	<b>Total</b>	<b>-</b>

**Certification:**

*\*Including Sales Tax*

I hereby certify that the above is a correct and true statement of actual expenses incurred by me in the performance of official duties.

**Signatures / Authorizations:**

  
 \_\_\_\_\_  
 Employee / Claimant Date 12/21/23

\_\_\_\_\_  
 District Administration Date

\_\_\_\_\_  
 Site Department Administration Date

\_\_\_\_\_  
 Business Administration Date

**For District Office Use Only:**

Account Code	Budget Amt	Paid Amt	Date Paid	Reference
				Req #
				PO #
				Date:



### Final Details for Order #114-2881578-0886625

[Print this page for your records.](#)

**Order Placed:** November 16, 2023  
**Amazon.com order number:** 114-2881578-0886625  
**Order Total: \$48.42**

### Shipped on November 17, 2023

<b>Items Ordered</b>	<b>Price</b>
1 of: <i>TouchThinkLearn: 123: (Childrens Books Ages 1-3, Interactive Books for Toddlers, Board Books for Toddlers)</i> , Deneux, Xavier Sold by: Amazon.com Services LLC Supplied by: Other	\$17.89

Condition: New

**Shipping Address:**  
Alejandra Garibay  
565 CLOVER AVE  
PATTERSON, CA 95363-9141  
United States

**Shipping Speed:**  
One-Day Shipping

### Shipped on November 17, 2023

<b>Items Ordered</b>	<b>Price</b>
1 of: <i>SHIERDU Whack a Mole Game for Toddlers, Wooden Educational Toy for Hammering, Pounding, Hitting and Pull Along, Xylophone, Elephant, Gopher, Mouse and Hamster, Gift for 3+ Years Boys and Girls (Dds-1)</i> Sold by: SHIERDU Toy ( <a href="#">seller profile</a> ) Supplied by: SHIERDU Toy ( <a href="#">seller profile</a> )	\$17.99

Condition: New

1 of: <i>Ocean Days with Crab - Touch and Feel Board Book - Sensory Board Book</i> , Little Hippo Books Sold by: Amazon.com Services LLC Supplied by: Other	\$9.00
---	--------

Condition: New

**Shipping Address:**  
Alejandra Garibay  
565 CLOVER AVE  
PATTERSON, CA 95363-9141  
United States

**Shipping Speed:**  
One-Day Shipping

### Payment information

**Payment Method:**  
Visa ending in 1211

Item(s) Subtotal: \$44.88  
Shipping & Handling: \$0.00

**Billing address**  
Alejandra Garibay  
565 Clover Ave  
Patterson, Ca 95363  
United States

Total before tax: \$44.88  
Estimated tax to be collected: \$3.54

**Grand Total: \$48.42**

**Credit Card transactions**

Visa ending in 1211: November 17, 2023: \$48.42

To view the status of your order, return to [Order Summary](#).



**Order Status:**

Paid

**Payment Method**

Paid via Paypal

**Billing Information:**

Alejandra Garibay

565 Clover Ave.

Patterson, CA 95363

Order

Number:

#251762318

Order Date:

12/15/23

Item ID	Item Name	Quantity	Total Price
6829143	Science Circle Books BUNDLE	1 @ \$25.60	\$25.60
1370572	Science Unit MEGA BUNDLE!	1 @ \$25.00	\$25.00
3134753	Magic Tree House Book Club Novel Study Book Club BUNDLE Books #1 - #4	1 @ \$8.50	\$8.50

Sub-Total

\$59.10

Sales Tax

\$0.00

**Total**

**\$59.10 USD**

**SIGNATURE** Your go-to denim  
LEVI STRAUSS

Sponsored



**Dec. 11, 2023 order**  
Order# 2001230-7412811



Crayola Classic Thin Line Marker Set, 10 Ct, Multi Colors, Back to School Supplies for Kids Qty 3 \$2.91

SmileMart 4 Drawers Metal Frame Storage Cart Rolling Bin Trolley, Black Qty 1 \$34.88

Crayola Classic Thin Line Marker Set, 10 Ct, Multi Colors, Back to School Supplies for Kids Qty 9 \$8.73

**Subtotal** \$93.31

Savings -\$46.79

**\$46.52**

**Tax** \$3.60

**Total** \$50.12

**Payment method**

discover **Ending in 1211**

# Dec. 11, 2023 order | Order# 2001230-7412811

Hi, Alejandra

Thanks for being a Walmart customer for 3 years

[Print](#) | Have an issue with your order? [Get help](#)

[Purchase history](#)

[Wish lists](#)

[Wallet](#)

[Walmart](#)

**My profile**

[Pets](#)

[Vehicles](#)

**Manage Account**

[Personal info](#)

[Addresses](#)

[Communications & privacy](#)

[Giving Impact](#)

**My items**

[Walmart Cash](#)

[Reorder](#)

[List](#)

[Registries](#)

**Subscriptions & plans**

[Protection plans](#)

[Item subscription](#)

**Other Accounts**

[Pharmacy](#)

[Photo](#)

[Ebooks](#)

Delivery

**Delivered on Dec. 12**

3 items



Crayola Classic Thin Line Marker Set, 10 Ct, Multi Colors, Back to School...

\$2.91

~~\$4.99~~

10/27/23

9/20/23

Qty 3

\$18.84 from savings

[Write a review](#)

Delivery

**Delivered on Dec. 13**

1 item



SmileMart 4 Drawers Metal Frame Storage Cart Rolling Bin Trolley, Black

\$34.88

~~\$49.99~~

Qty 1

\$9.11 from savings

[Write a review](#)

Delivery

**Delivered on Dec. 14**

9 items



Crayola Classic Thin Line Marker Set, 10 Ct, Multi Colors, Back to School...

\$8.73

~~\$4.99~~

10/27/23

9/20/23

Qty 9

\$18.84 from savings

[Write a review](#)

Delivery

**Address**

Alejandra Garfias  
565 Clayer Ave  
Pawersano Ca 95636

**Delivery instructions**

**Payment method**

Ending in 1211

\$50.12

**Subtotal**

\$95.91

**Savings**

~~\$46.79~~

\$46.52

**Tax**

\$3.60

**Total**

\$50.12

Order #2001230-7412811





Store# 5947  
 10540 Twin Cities Road  
 Galt CA 95632-8874

(209) 912-6170

DESCRIPTION	QTY	PRICE	TOTAL
RUBBER BAND 2 ASTD 2.50Z	1	1.25	1.25T
RUBBER BAND 2 ASTD 2.50Z	1	1.25	1.25T
WOOD BEADS ASTD COLORS	1	1.25	1.25T
RUBBER BAND 2 ASTD 2.50Z	1	1.25	1.25T
SILVER PAPERCLIP 28MM 25OCT	1	1.25	1.25T
RUBBER BAND 2 ASTD 2.50Z	1	1.25	1.25T
SILVER PAPERCLIP 28MM 25OCT	1	1.25	1.25T
SILVER PAPERCLIP 28MM 25OCT	1	1.25	1.25T
SILVER PAPERCLIP 28MM 25OCT	1	1.25	1.25T
RUBBER BAND 2 ASTD 2.50Z	1	1.25	1.25T
RUBBER BAND 2 ASTD 2.50Z	1	1.25	1.25T
Bag Fee	0	0.10	0.00N

Reason: Customer did not want

Sub Total \$13.75  
 SALES TAX \$1.27  
 Total \$15.02  
 Visa \$15.02  
 \*\*\*\*\*7337 Approved  
 Purchase Cntctless  
 Auth/Trace Number: 69532D/026859

NOW SHOP ON-LINE AT DOLLARTREE.COM

\*\*\*\*\*  
 \* We will gladly exchange any unopened item \*  
 \* with original receipt. We do not offer refunds. \*  
 \*\*\*\*\*

1673 05947 02 012 21468065 12/05/23 12:16  
 Sales Associate:Omar

Give us feedback @ survey.walmart.com  
 Thank you! ID #:7SLK091TNOGC



WM Supercenter  
 209-744-1938 Mgr. CRAIG  
 10470 TWIN CITIES RD  
 GALT CA 95632  
 ST# 05231 OP# 009045 TE# 45 TR# 03441

# ITEMS SOLD 3  
 TC# 0913 1555 3350 3336 9951



6PC MIN PLRS 076812148190 12.84 X  
 HT 2P ACETA 076812146680 6.17 X  
 HT 2PC POCK 076812127280 3.72 X

SUBTOTAL 22.73  
 TAX1 9.2500 % 2.10  
 TOTAL 24.83  
 VISA TEND 24.83  
 CHANGE DUE 0.00

VISA CREDIT- 7337 I 3 APPR#05397D  
 24.83 TOTAL PURCHASE  
 REF # 334500297260  
 TRANS ID - 303345584755065  
 VALIDATION - WGS2  
 PAYMENT SERVICE - E  
 AID A0000000031010  
 TC 65A69F5720BDAC62  
 TERMINAL # 21956773  
 \*No Signature Required  
 12/11/23 08:14:34



Become a  
 member today  
 Scan for 30-day free trial.

Low prices You Can Trust. Every Day.  
 12/11/23 08:14:46