



REIMBURSEMENT PROCESS for SCHOOL YEAR 2018-2019

Parent/guardian paid purchases of non-sectarian curriculum, teaching supplies and instructional services from recognized non-profit providers (and in some cases services provided by for-profit instruction service providers) are reimbursable using Frontier funds. Approval by the students' advisor is required.

After approval and preparation by Frontier Charter, reimbursement requests are sent to ASD accounting for payment. A reimbursement check(s) will be mailed directly to you from the Anchorage School District accounting department. We place orders every day and typically can get [in-stock] items from Lower 48 providers within a week. Just create a requisition in SALT for the items you want. The advantages to you: no reimbursement paperwork to hassle with and your personal funds are not tied up waiting for reimbursement.

(Note: for PE activities provided by non-profits such as Cook Inlet Soccer, YMCA, etc., where space is limited and may fill up rapidly, it is best to pay for the registration early and get reimbursed by Frontier. Contact us for more information).

In general, curricular funds cannot be used to pay for entry fees to venues such as the Alaska Zoo, the SeaLife Center in Seward, the Anchorage Performing Arts Center, the Anchorage Museum, etc. This is ASD policy and applies to all schools, not just the charter schools. However, classes held at these venues may be eligible. Questions? Call the office.

If you do decide to purchase eligible items or services, please submit reimbursement requests for items purchased between July 1, 2018 – December 20, 2019 (**Fall Semester**) by **4PM Thursday, December 20, 2018**. Fall semester reimbursement requests submitted after that date may be returned.

Reimbursement for SY 17/18 items purchased in May or June 2018: please contact the office (Anchorage or Eagle River).

Reimbursement requests for items purchased between December 20, 2018 – March 1, 2019 (**Spring Semester**) must be submitted by **4PM Friday, March 1, 2019**. Submittals after that date will be returned.

The only exception: April, May & June internet invoices/statements. These must be submitted by end of each month.

More information will be forthcoming as we get closer to the due dates.

If you choose to buy eligible “stuff” and/or services:

The supporting documentation for all reimbursement checks issued by Frontier Charter School is reviewed and audited by the Anchorage School District accounting department. We follow ASD policy and procedure for documentation and eligibility of reimbursements.

To process a reimbursement we must have:

- Proof of Purchase** (What was purchased? How was it purchased?)
- Proof of Receipt** (Was it physically received by the purchaser?)
- Proof of Payment** (How was payment made?)

Cash register (point of sale) receipts from stores such as Wal-Mart, Fred Meyer, Costco, Office Depot, etc. meet the three requirements listed above.

Parent/guardian/student purchase of a computer, tablet or e-reader can be reimbursed up to certain limits and conditions apply. A separate information sheet provides program details.

We cannot reimburse other technology items such as microscopes and telescopes. These items must be ordered by Frontier via the ASD Purchasing Department. When in doubt, call the business office.

Reimbursements are processed chronologically: First -in First-out. The Anchorage School District accounts payable folks will mail the reimbursement check to the address you provide on the reimbursement form.

Reimbursement requests start with our on-line system (**SALTT**). An ILP will be required and will need to tie to your reimbursement. Your advisor will approve/disapprove the reimbursement

request. Once the online reimbursement request is completed please be sure to print the form, attach the receipt(s) and send to the office.

To receive a check for approved reimbursement as quickly and efficiently as possible, please follow these instructions:

- **Original** receipts are required. Copies cannot be accepted and will be returned. Receipts must have the vendor's name, address and phone number imprinted on the receipt.
- The receipt must be legible and readable. If we can't read it or the receipt is too light to copy, we will send the receipt and reimbursement request back to you.
- Items to be reimbursed should be clearly identified by name, title, cost, etc. If the receipt merely says "Book" please include a note identifying the title.
- **PLEASE DO NOT USE A HIGHLIGHTER** on register receipts. Many vendors use thermal type paper to print receipts. Highlighter ink rapidly fades the print on thermal paper receipts. Rather than using a highlighter, please circle the items to be reimbursed.
- Please line through items listed on the receipts that are not to be reimbursed.
- If you use tape to secure the thermal paper receipt to a sheet of paper, please be sure that the tape does not cover any of the print. As with highlighters, tape fades out and obliterates the print in a few weeks. If we can't read the receipt, we will return it without reimbursement.

Please remember that your advisor's approval is required and the items need to be tied to the appropriate ILP(s) before we can process the reimbursement request. Questions about this? Call your advisor.

For goods purchased at a store, the original cash register receipt alone is adequate.

To process your reimbursement for on-line purchases, we need:

- Proof of purchase (what was purchased, cost, start/end dates, etc.)
 - Copy of confirmation for online orders (Amazon.com; Alibris.com; Barnesandnoble.com, Rainbow Resource Center, Timberdoodle, etc.).
 - Brochure explaining PE or music lessons from non-profit providers (Nordic Skiing, MOA Pools, Cook Inlet Soccer, etc.)
- Proof of receiving the item or service
 - **Original** packing list included with shipment
 - No packing list? Please call and we will figure out Plan B.
- Proof of payment

- Copy of your credit card statement if credit card receipt is not available (please black-out sensitive information but be sure to leave the last 4 digits of the credit card number and your name & address). Many credit card companies provide the ability to print individual transactions from their website once a transaction has posted. These work great for proof of payment purposes.
- Copy of your cancelled check, front and back
- Copy of your bank statement showing the check listing by number and amount. Please black out all non-related entries and information but be sure your name and financial institution's name are shown.

If we can't prove you received and paid for the item, we can't reimburse the item.

To process a reimbursement for services provided by a recognized non-profit organization or an eligible for-profit provider, we need the following:

- A copy of the program/course/event brochure. This should include dates, fees and description of the instruction. A readable copy printed from the vendor's website is acceptable.
- Proof of payment
 - Original receipt from the vendor
 - If paid online: copy of credit card statement or transaction; copy of bank statement; copy of check (front and back).
 - Include copy of online confirmation
- An IRS Form W-9 is needed from For-Profit service providers (please call the business office for more details).

Examples of approved non-profit organizations:

YMCA	American Red Cross
CYSA	Alaska Fine Arts Academy
MOA Pools (Anchorage Parks & Rec)	Anchorage Nordic Association
ASD Community Schools	<u>Classes</u> at the Anchorage Museum

Don't know if a vendor is a non-profit? Call the business office.

For reimbursement of services paid to a for-profit provider, please call the Business Office: 742-1184 (Scott), 742-1189 (LaNore) or 742-2940 (Donna).

To process a reimbursement for internet service we need the following:

- If you receive your billing each month by mail, we **must** have the **original** monthly statement clearly showing the internet portion of the bill if combined with other telecommunication services. In accordance with ASD accounting rules for reimbursements: “no original; no reimbursement”. The bill/invoice/statement must show your name and address.
- If you receive your billing electronically/online, we will need a copy of the monthly statement clearly showing the internet portion of your bill if combined with other services. You may have to print the invoice from your provider’s website or go to the vendor’s service center and obtain copies. As above, your name and address must show somewhere on the bill/invoice/statement.

Families can be reimbursed up to \$50/month for internet service. If that amount does not provide adequate bandwidth, contact your advisor. Please remember that we cannot pay for telephone service or cable / satellite television service.

Please do not hold onto your reimbursements until the December 20, 2018 or the March 1, 2019 deadlines: Submit your reimbursements as they happen. 🖨️
Additional details about March-June internet reimbursement will be forthcoming).

These instructions will also be posted to Frontier’s website. Check the website often for current reimbursement process and procedure.

Questions, comments and suggestions about the reimbursement process are welcome!

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