**TEACHER SUPPLY FUNDS EXPENDITURE REPORT**

**2014-2015 SCHOOL YEAR**

**TEACHER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Internal Revenue Code Section 62**

**Nontaxable Benefits Provided Under an Accountable Plan**

*Instructions: List the date, amount, vendor, and description of supplies for each purchase. The total amount expended for payment received in August of 2014 should be at least $250.00. Funds expended in July and August prior to the receipt of funds can be claimed as eligible expenses.*

* Return signed form to your School Principal by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the funds have been spent for appropriate school supplies and that I will maintain the receipt for such supplies for a period of at least three (3) years. If the district is examined and I cannot produce the documentation supporting the expenditure, I agree to repay the funds and to reimburse the district a pro-rata share of any tax and penalty which may be assessed.

**EMPLOYEE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **DATE** | **$ AMOUNT** | **VENDOR** | **DESCRIPTION OF SUPPLIES** |
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