



State Supplies Money 2025-2026

Check One: SA – Draper SA-Independence SA-Bluffdale SAHS

This form must be submitted no later than April 1, 2026. Please attach all receipts and make certain that the receipt clearly shows the specific items purchased from the vendor and for what amount. The anticipated amount allocated will be different for each teacher depending on your number of years teaching at Summit Academy.

*For your FY26 amount please contact your site administrator.

Name: _____

Amount: _____

Date: _____

In order to facilitate your quick reimbursement, the following procedures must be followed:

1. Purchases must be made after 7/1/25 and before 3/31/26 for reimbursement.
2. Receipts must be submitted no later than April 1, 2026. Money not spent at that time will be used to purchase materials for teacher work rooms, or other needed school supplies.
3. Reimbursements will be made to each teacher on no more than 2 occasions during the reimbursement period. Please save your receipts until you have at least \$100 to submit for reimbursement.
4. Please remember the guideline: Supplies you purchase must be for classroom use and not for personal use. All supplies purchased are the property of the school and not the individual teacher.
5. Specify the use of the material(s) being purchased. If it is not obvious on your receipt, please show how you will use the purchased materials in your class.
6. The money is allocated for full-time licensed teachers only. If you are a part-time teacher you may receive a percentage of the allocated money depending on your current assignment.
7. State Supplies Money may be used for “teaching supplies and materials”. This includes “expendable and nonexpendable items that are used for educational purposes by teachers in classroom activities.” (paper, pencils, workbooks, notebooks, supplementary books, laboratory supplies, laminating supplies, chart paper, art supplies, etc).

Administrator Approval: _____ Date: _____

Please see your Principal with any questions.