



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

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DIRECTOR

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CHIEF OPERATING OFFICER

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October 28, 2015
Bulletin #P 16-154 COO

Contact:

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Action By:
March 31, 2016

TO: All Principals

FROM: Michael J. Burke, Chief Operating Officer *MJB*

SUBJECT: RECEIPT UPLOAD FOR FY16 FLORIDA TEACHERS CLASSROOM SUPPLY ASSISTANCE FUNDS

In accordance with instructions from the Florida Department of Education and guidance from the Internal Revenue Service, the District is required to collect copies of the receipts from each teacher to support their purchases under the Florida Teachers Classroom Supply Assistance Program (formerly known as Teacher Lead). This process will be facilitated by using the PeopleSoft Self Service module effective **Wednesday, October 28, 2015**.

This year's allocation was \$232 per full-time teacher and \$116 for teachers filling a job-share position. Teachers may purchase classroom supplies for student instruction, but items such as computers, food, beverages, furniture, electronic equipment, professional dues and fees, services, etc. are **not allowable** under the program guidelines. As receipts are submitted, they will be randomly sampled and reviewed by District staff for accuracy and to determine if the expense is an allowable purchase. This review will be performed on a regular basis and as items are reviewed, they will be either approved or denied. When a teacher submits their receipts, they will receive an email notifying them of the status of their receipt submittal. The deadline for completing the receipt upload process in PeopleSoft Self Service is **Thursday, March 31, 2016**.

If a teacher does not spend the entire allocation, the unspent funds must be returned to the District. If the receipts uploaded do not total \$232 (or \$116 for job sharing teachers) the undocumented amount of the allocation will be deemed to be unspent. Any unspent funds will be recouped by processing a payroll deduction sometime after the March 31, 2016 upload deadline. **Teachers are strongly encouraged to spend all the funds and upload copies of their receipts prior to the deadline to avoid a payroll deduction.** Any unspent funds will be allocated to the FY17 School Advisory Council Budget of the school where the teacher was employed in FY16.

A detailed job aid is provided to assist teachers with the receipt upload process. The following points provide an overview of the process the teachers will use, which should be completed after all purchases have been completed for FY16:

- Scan copies of your receipts and save them in PDF format. You may use a desktop scanner or a District copier to scan and save the scanned receipts. You may include multiple receipts in your scan file.
- Be sure to have all receipts ready, as only one submission will be accepted.
- Sign into PeopleSoft Self Service using your username and password.
- Navigate to Self Service > PB Supply Assistance Program > Receipt Upload.
- Complete the information on the FORM tab by following the instructions on the page.
- Click on the ATTACHMENTS tab and upload the scanned receipts by following the instructions on the page.
- Return to the FORMS tab and click the SUBMIT button to finalize the upload process.

The receipts will be randomly reviewed on a continuous basis as they are submitted. Once that review is completed, the teacher will receive an email notification that the receipts have been approved or denied. Receipts that are denied (because they don't add up to total or because they are not allowable items) will be returned to the teacher for correction and resubmission. Consumable classroom supplies used in student instruction are allowable purchases. Examples of allowable purchases that would all fall under the broad umbrella of "classroom supplies" would be instructional materials, computer supplies and accessories, student calculators, books, writing implements, printer ink and toner, paper, charts, maps, globes, posters, flash cards, math manipulatives, game balls, PE equipment, field chalk, aprons, safety gear, hand tools, etc. **If teacher is worried about acceptance of receipt for purchased item, additional notes can be included with receipts to indicate how the item qualifies as a classroom supply used for instruction.**

Thank you for your participation in this program.

RMA/MJB/NJS/MHP:mhp

Attachment

Approved:



Robert M. Avossa, Ed.D., Superintendent

HOW TO UPLOAD RECEIPTS FOR CLASSROOM SUPPLY ASSISTANCE FUND

Step by Step Instructions

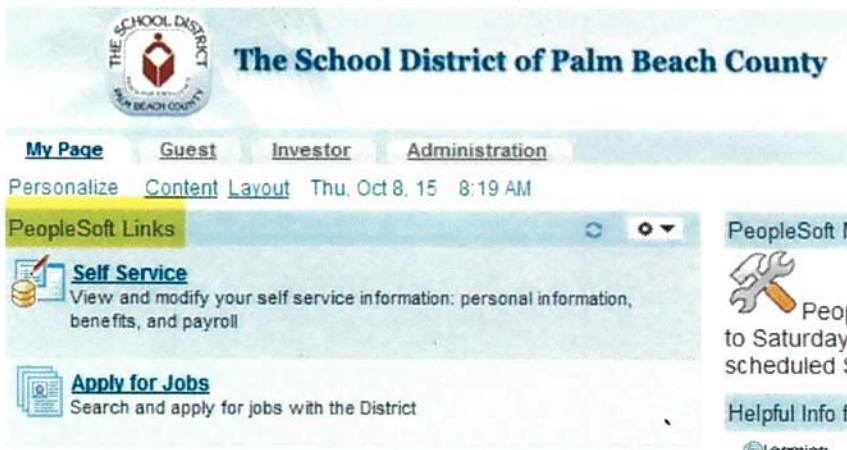
Please use the following step-by-step directions to upload receipts for the supplies you purchases for the funds you received.

Scan all your receipts for the supplies you purchased to be used for your classroom for the FY16 to be able to attach to the online form.

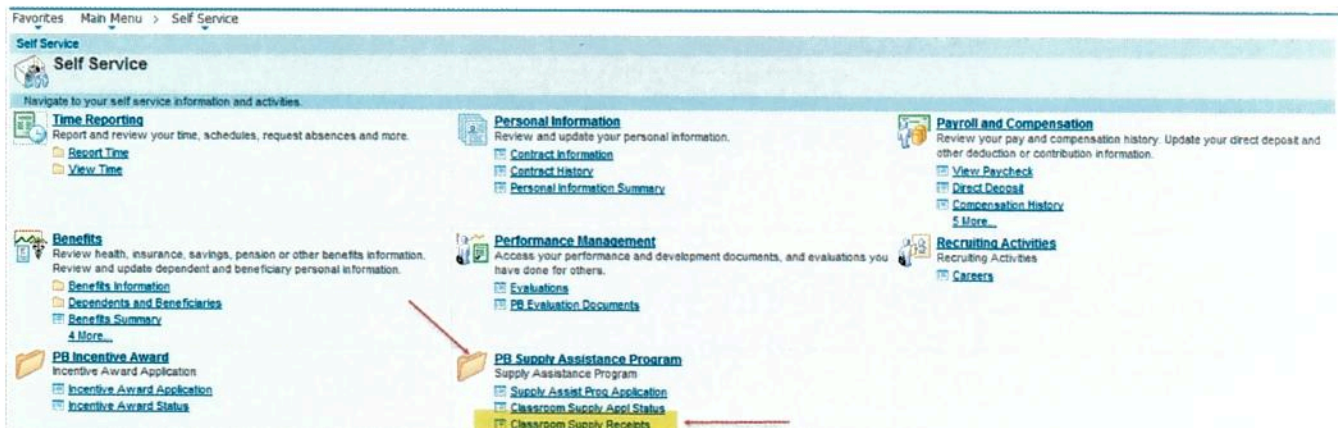
1. From the District Portal, click on the PeopleSoft Tile.



2. On the "PeopleSoft Links" grid click on the **Self Service** link.



3. Click on the link "Classroom Supply Receipts" under the folder "PB Supply Assistance Program".



4. Click on the Add a New Value tab.

Favorites Main Menu > Self Service > PB Supply Assistance Program > Classroom Supply Receipts

Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value** ←

Search Criteria

Sequence Number: = [v] []

Subject: begins with [v] []

Document Key String: begins with [v] []

Priority: = [v] [v]

Due Date: = [v] [] 31

Approval Status: = [v] [v]

Case Sensitive

Search Clear Basic Search Save Search Criteria

5. The following page will display.

Favorites Main Menu > Self Service > PB Supply Assistance Program > Classroom Supply Receipts

Form Instructions Attachments

Classroom Supply Receipts

*Subject: []

Priority: 3-Standard [v] Due Date: [] 31

Status: Initial

See Instructions Tab for detailed instructions

NOTE: Do not begin this process until all your FY16 Classroom Supply Funds spending is complete.

FOLLOW THE STEPS BELOW TO SUBMIT YOUR SUPPLY RECEIPTS:

1. You may only make one upload per year.
2. Enter your name on the Subject Line above.
3. Enter the total amount you have spent in the box below labeled "Total amount spent for Supplies".
4. On the next line, select **YES** from the drop down menu to confirm the supplies were purchased for use in the classroom.
5. On the next line read statement and confirm by selecting "YES" from drop down menu
6. Click the **SAVE** button.
7. Click on the Attachments tab (top of page) and follow the instructions on that page to upload the PDF scan of your receipts.
8. After uploading your receipts, return to the FORM tab and click the SUBMIT button.
9. Your status will now display as Pending.

*Total amount spent for Supplies: []

*I am attesting that the receipts I have attached are for supplies bought for classroom: [v]

***You will have until **March 31, 2016** to complete your receipt upload in PeopleSoft. You will receive an email of the approval or denial of your receipts from the Internal Accounts Team.

Please note that if **no receipts are attached, or if the payment total is less than \$232, the District will process a **future payroll deduction** for the unspent funds.

*I confirm that I have read and understand this process: [v]

More Information: []

6. Type your NAME in the Subject Box.

7. NO ACTION is required on the Priority or Due Date boxes.

Type your name in the Subject box

Classroom Supply Receipts

*Subject:

Priority: Due Date:

Status: Initial

Please ignore - No Action required on these 2 boxes

8. Type in the TOTAL dollar amount spent on the classroom supplies.

9. Click "Yes" from the drop-down that you are attaching your supplies receipts.

10. Click "Yes" from the drop-down that you understand the process.

11. Click Save.

See Instructions Tab for detailed instructions

NOTE: Do not begin this process until all your FY16 Classroom Supply Funds spending is complete.

FOLLOW THE STEPS BELOW TO SUBMIT YOUR SUPPLY RECEIPTS:

1. You may only make one upload per year.
2. Enter your name on the Subject Line above.
3. Enter the total amount you have spent in the box below labeled "Total amount spent for Supplies".
4. On the next line, select "YES" from the drop down menu to confirm the supplies were purchased for use in the classroom.
5. On the next line read statement and confirm by selecting "YES" from drop down menu
6. Click the **SAVE** button.
7. Click on the Attachments tab (top of page) and follow the instructions on that page to upload the PDF scan of your receipts.
8. After uploading your receipts, return to the FORM tab and click the SUBMIT button.
9. Your status will now display as Pending.

*Total amount spent for Supplies:

*I am attesting that the receipts I have attached are for supplies bought for classroom:

****You will have until March 31, 2016 to complete your receipt upload in PeopleSoft. You will receive an email of the approval or denial of your receipts from the Internal Accounts Team.**
****Please note that if no receipts are attached, or if the payment total is less than \$232, the District will process a future payroll deduction for the unspent funds.**

*I confirm that I have read and understand this process:

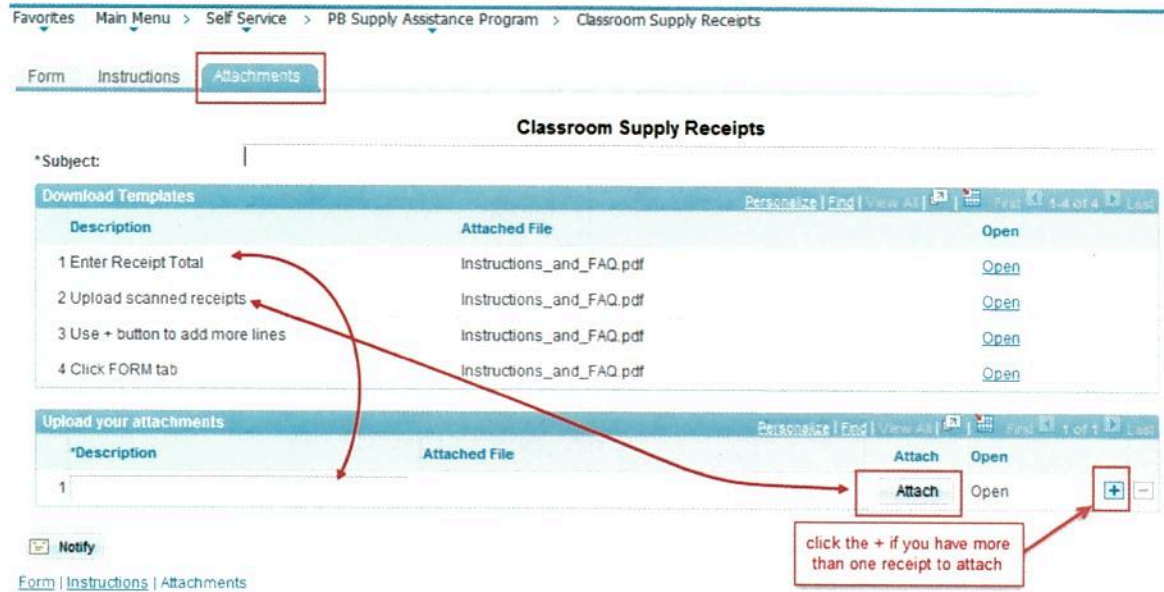
More Information:

#11

Save

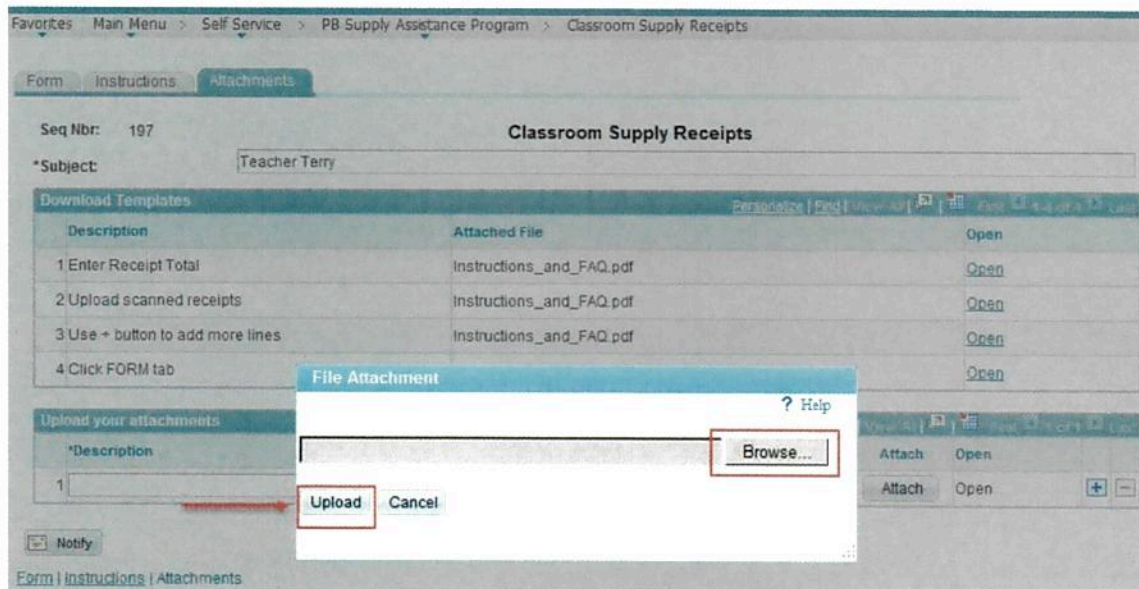
12. Click on the Attachments tab (at the top of screen).

13. Click on the Attach button.



14. Click on Browse to find and select your scanned receipts.

15. Click on Upload to attach the document.



16. Confirm the document is attached.

17. Click on the Form tab.

Favorites Main Menu Self Service > PB Supply Assistance Program > Classroom Supply Receipts

Form Instructions Attachments

Seq Nbr: 197 **Classroom Supply Receipts**

*Subject: Teacher Terry

Description	Attached File	Open
1 Enter Receipt Total	Instructions_and_FAQ.pdf	Open
2 Upload scanned receipts	Instructions_and_FAQ.pdf	Open
3 Use + button to add more lines	Instructions_and_FAQ.pdf	Open
4 Click FORM tab	Instructions_and_FAQ.pdf	Open

Description	Attached File	Attach	Open
1 250	Supply_Receipt.JPG	Attach	Open

Notify

Form | Instructions | Attachments

18. Click Submit.

Favorites Main Menu Self Service > PB Supply Assistance Program > Classroom Supply Receipts

Form Instructions Attachments

Seq Nbr: 197 **Classroom Supply Receipts**

*Subject: Teacher Terry

Priority: 3-Standard

Status: Initial

Preview Approval **Submit**

Due Date:

See Instructions Tab for detailed instructions

NOTE: Do not begin this process until all your FY 16 Classroom Supply Funds spending is complete.

FOLLOW THE STEPS BELOW TO SUBMIT YOUR SUPPLY RECEIPTS:

1. You may only make one upload per year.
2. Enter your name on the Subject Line above.
3. Enter the total amount you have spent in the box below labeled "Total amount spent for Supplies".
4. On the next line, select "YES" from the drop down menu to confirm the supplies were purchased for use in the classroom.
5. On the next line read statement and confirm by selecting "YES" from drop down menu
6. Click the **SAVE** button.
7. Click on the Attachments tab (top of page) and follow the instructions on that page to upload the PDF scan of your receipts.
8. After uploading your receipts, return to the FORM tab and click the SUBMIT button.
9. Your status will now display as Pending.

*Total amount spent for Supplies: 250.00

*I am attesting that the receipts I have attached are for supplies bought for classroom: Yes

***You will have until **March 31, 2016** to complete your receipt upload in PeopleSoft. You will receive an email of the approval or denial of your receipts from the Internal Accounts Team.

Please note that if **no receipts are attached, or if the payment total is less than \$250, the District will process a **future payroll deduction** for the unspent funds.

*I confirm that I have read and understand this process: Yes

More Information:

19. You will now see the status is "Pending" and awaiting approval by the "Accounting/Financial Applications" Team.

20. Click OK.

Classroom Supply Receipts

Subject Teacher Terry

Review/Edit Approvers

Classroom Supply Admin Team

Classroom Supply Receipts: 197: Pending [Start New Path](#)

Form Approval

Pending



Multiple Approvers

PBCSAPR Form Approvers



You will now see the status as "Pending"

OK

#20 Click "OK"

21. The Form tab is now displayed and the status of your online application is **Pending**.

Favorites Main Menu > Self Service > PB Supply Assistance Program > Classroom Supply Receipts

Form

Instructions

Attachments

Seq Nbr: 197

You will now see the status as "Pending"

Classroom Supply Receipts

*Subject:

Teacher Terry

Priority:

3-Standard

Due Date:

Status:

Pending

Approver Status

Cancel Approval