

Florida Teachers Classroom Supply Assistance Program



Developmental Research School
at the University of Florida

August 1, 2019

I, _____, am employed by P.K. Yonge Developmental Research School as a full-time classroom teacher, media specialist, or school counselor. I acknowledge that the Florida Teachers Classroom Supply Assistance Program funds are appropriated by the Florida Legislature for the sole purpose of purchasing classroom materials and supplies to be used in the instruction of students assigned to me. I understand that per Florida State Statute the funds may not be spent on food, snacks, candy, services, clothing, personal items, electronics, or equipment.

In accepting custody of these funds, I agree to retain receipts for all expenditures and to submit legible copies of the receipts to the P.K. Yonge Business Office by April 24, 2020 for all teaching expenditures supported with these funds. I understand legible copies of the receipts must be attached and submitted with a completed and itemized Teachers Classroom Supply Assistance Program Receipt Form found on the Staff Resources page of the school website. [Note: I understand that I must retain my original receipts for no less than 4 years as evidence that the funds expended met statutory requirements. I understand that if I do not keep the receipts, it will be my personal responsibility to pay any federal taxes due on these funds.]

I understand that if I do not submit legible copies of the receipts to P.K. Yonge's Business Office by April 24, 2020 the remaining balance of what was received but not supported with receipts must be returned to the school via personal funds. Funds returned to the school will be deposited in the School Advisory Council's School Improvement Fund as required by Florida State Statute 1012.71.

Signature _____

I understand I am not required to accept the Florida Teacher Classroom Assistance funds for the 2019-2020 school year and choose to decline the funds and all responsibilities associated with the funds.

Signature _____