



ARKANSAS-LOUISIANA CONFERENCE
OF SEVENTH-DAY ADVENTISTS
Education Department

SCHOOL EQUIPMENT ALLOWANCE FORM
Due January 31

School: _____ Date: _____

Enclosed are paid receipts for monies paid out for the following school equipment for the current school year.

INVOICE	VENDOR	EQUIPMENT	AMOUNT PAID

Number of Classrooms: _____ Total Purchases \$ _____

SEE INSTRUCTIONS - NEXT PAGE

Signed: _____
School Board Chairperson or Treasurer

Approved by Education Director: _____

SCHOOL EQUIPMENT ALLOWANCE POLICY

To help schools with conference employed teachers acquire instructional equipment, the conference will reimburse the schools 50% up to a maximum of \$100.00 spent during the present school year. (The school must spend \$200.00 to receive \$100.00 from the conference.) This will be given to each schoolroom where a full-time teacher is employed. Upon receipt of this application, plus paid receipts for legitimate school equipment, the conference treasurer will mail the reimbursement to the local school treasurer.

To qualify for this subsidy:

1. All purchases must be backed up with proper item identification plus proof of payment. Copies of invoices marked "PAID" by the vendor serve as excellent backup material and must accompany this form. If "PAID" receipts are not available, then copies of the invoices with photocopies of the canceled checks will be acceptable. Statements and/or canceled checks only do not suffice.
2. All items must be itemized and be considered as necessary additions purchased to become a permanent part of the classroom inventory and/or playground for use in the educational program of the school.
3. **Expendable items** for science and PE do not qualify for this subsidy.
4. **Janitorial items** and equipment purchased for the maintenance of the school do not qualify for this subsidy.
5. Examples of equipment items purchased for the maintenance of the school which qualify for this subsidy are listed below.

Teacher's Desk
Copy Machines
Computer Software
Maps - Bible, Geography, History
Computer Hardware

CD Players
Playground Equipment
Computer Games
Science Equipment – Microscopes
Student Desks

Projectors
Permanent Whiteboards
Permanent Bookshelves