

## Bridge Charter Academy Reimbursement Application

We are excited to be able to partner with our families in their educational journey, especially in helping to provide access to curriculum, materials, and opportunities!

Please complete both sides of this application entirely and submit a physical copy with receipts to the Curriculum Coordinators. We will review your application and, if approved, submit it to the Business Office for processing. Unapproved applications will be returned.

**Please complete one application per child.** BCA staff can help you make copies of receipts.

Check Recipient \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Student Name / Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Receipt Date	Instructor/Supplier/Vendor	Category*	Amount
Total of all items requested			

\*Please use one of the following categories

- C Curriculum, workbooks, textbooks, teacher guides - list subject
- CS Curriculum supplies, STEAM materials, core subject enrichment - list subject
- ECL Extracurricular lessons, team registration fees
- ECS Extracurricular supplies, materials, tools
- ECP Extracurricular passes, memberships, entry fees
- O Other or unsure

Please share with us your awesome plans for the purchases / fees listed on the front side

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Please initial the statements below if they are applicable.

\_\_\_\_\_ **I am being reimbursed for curriculum.** This curriculum will be used by the student listed on the front (though I may reuse it for other students). I understand that BCA will add it to my student's Planned Course of Study, and that their LC may ask about our progress.

\_\_\_\_\_ **I purchased Endorsed Curriculum.** I understand that I will be reimbursed for this curriculum from my student's allotment and it is ours to use however we like. If I choose to donate it to BCA when we're finished, I understand my allotment will not be credited.

\_\_\_\_\_ **I am being reimbursed for extracurricular activities.** I understand that BCA is in no way endorsing the activity, instructor, or company, nor are they taking on responsibility for the outcome of those activities by approving this Reimbursement Application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

School Use Only

Curricular purchases have been reviewed and have been  Yes  No added to the student's Planned Course of Study

Extracurricular materials, lessons, charges, etc. are either  On List  Individual Review on the approved list OR have been individually approved.

All receipts and/or invoices have been reviewed and  Yes  No contain all necessary purchasing information

<input type="checkbox"/> Reimbursement Application is <b>approved</b> and can be applied to the student's Allotment
<input type="checkbox"/> Reimbursement Application is <b>not approved</b> because: _____
_____
Staff Signature: _____ Date: _____