

WEA Children's Fund Reimbursement Guidelines

1. Use the **Receipt Upload Link** included in your approval email to submit receipts.
2. Upload (1) original receipt or (1) set of original receipts per student (see below for examples).
3. Write the student's name on the receipt prior to uploading.
4. Identify (circle or highlight) the total amount on the receipt, including tax and/or fees. This total must equal the requested reimbursement amount indicated on your reimbursement submission form.
5. Be sure original receipt contains only qualifying items (no personal items), is visible, legible, includes the name of the vendor, amount paid, and payment method.
6. Packing slips, handmade ledgers, credit card statements, order confirmations and reprints are not accepted.
7. Receipts must be submitted using your link within 30 days from the date of your confirmation email. Mailed or faxed receipts will not be accepted.
8. Your reimbursement is limited to \$75 per student, including taxes and/or other fees, in accordance to the eligible items approved.
9. Please allow up to 10 working days to review your receipt submission.
10. We reserve the right to adjust or reject your reimbursement request as necessary.
11. A confirmation email is sent once your submission is reviewed. Please review it carefully and save it for your records.
12. Approximately three weeks after processing, your reimbursement check will be mailed to the home address you provided on your request.

WEA Children's Fund Request Guidelines

1. The WEA Children's Fund is available to all WEA members and is distributed based on availability and prior approval.
2. The student being assisted must attend school within the member's school district.
3. Need is based upon the member providing a validating scenario which can include information such as "the student's family is on Free and Reduced Lunch program", "they are low income", etc.
4. There is a \$75 limit per student per school year. Assistance can be provided for purchasing expendable school supplies, school backpacks, school clothing, and eyeglasses, but not eye exams. These reimbursements are intended for individual students, not classroom sets.
5. NO assistance for medications, health care, supplies for extracurricular activities, food, graduation suits, toys, prom dresses or toiletries.
6. NO assistance is provided for anything medical, i.e., insulin, physicals, epi-pens. This is due to insurance implications.
7. Receipts for open requests must be submitted within 30 days after approval. After 30 days, funds are released. Extensions are not permitted.
8. Each member can request assistance for up to five students per school year.
9. Requests are accepted September 1 through March 31 or until funding is exhausted, whichever comes first.
10. The WEA Children's Fund does not accept Wal Mart receipts without specific prior approval.

These guidelines aren't ALL encompassing. For more information, contact the WEA Children's Fund weachildrensfund@washingtonea.org or call (253) 765-7033.

Example (1) Receipt for (1) Student

JCPenney

JCPENNEY
SOUTHCENTER MALL
ZIP CODE 98188
206-246-0850

Member: Example One
Student: Sample One

Thanks for Being a JCPenney Rewards Member

| | | |
|--------------------------|-----------------|---------|
| X CLASSIC HOODIE | 415/4101/050405 | 30.00 |
| Sale Disc | | -18.00 |
| Return Value | | 12.00T1 |
| X CLASSIC JOGGER | 415/5101/040205 | 26.00 |
| Sale Disc | | -15.60 |
| Return Value | | 10.40T1 |
| AZ RUFFLE SLV SWTSHT | 373/6013/030805 | 30.00 |
| Sale Disc | | -18.01 |
| Return Value | | 11.99T1 |
| PLUS BOTTOMS | 377/9012/020001 | 18.00 |
| Sale Disc | | -10.00 |
| Return Value | | 8.00T1 |
| TG FASHION SWEATSHRT | 306/3003/010104 | 30.00 |
| Sale Disc | | -17.01 |
| Return Value | | 12.99T1 |
| TG LUXE JOGGER | 326/5013/010004 | 30.00 |
| Sale Disc | | -18.00 |
| Return Value | | 12.00T1 |
| Subtotal | | 67.38 |
| Sales Tax 10.0000% 98188 | | 6.74 |

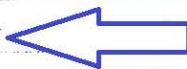
Total Items Sold: 6
Total Items Returned: 0

Total

USD \$74.12

Total Item Discounts: 96.62
Your Total Discounts Today: 96.62

VISA DEBIT



USD \$74.12


Chip

Example Receipt Set for (1) Student

Member: Example Two
 Student: Sample Two
 Receipt #1
 Total= \$65.03

Macy's ←

Vancouver Mall
 8208 N.E. Vancouver Mall Dr.
 Vancouver, WA 98662
 360-256-4411



R7351384005492237106

384-0054-9223
 10842065 0054 11:55 AM 12/17/2017

PURCHASE

| | | | | | | | |
|---|--------------|----------|-------|--------------------|------|--------------|--------------|
| 8-20 CLSFCTNS | 5.00 | | | | | | |
| 190344712476 491/18 | | | | | | | |
| Orig 10.00 | | | | | | | |
| Special | | | | | | | |
| CRL XXXXXXXXXX4527 | | | | | | | |
| 8-20 CLSFCTNS | 5.00 | | | | | | |
| 191764184287 491/18 | | | | | | | |
| Orig 10.00 | | | | | | | |
| Special | | | | | | | |
| CRL XXXXXXXXXX4528 | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Subtotal</td> <td style="text-align: right;">10.00</td> </tr> <tr> <td>8.400% WA RGLR Tax</td> <td style="text-align: right;">0.84</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">10.84</td> </tr> </table> | | Subtotal | 10.00 | 8.400% WA RGLR Tax | 0.84 | Total | 10.84 |
| Subtotal | 10.00 | | | | | | |
| 8.400% WA RGLR Tax | 0.84 | | | | | | |
| Total | 10.84 | | | | | | |

← Visa
 Visa Credit A0000000031010

Member: Example Two
 Student: Sample Two
 Receipt #2
 Total = \$65.03

FAMOUS footwear.

FAMOUS FOOTWEAR
 VANCOUVER MALL
 8700 NE VANCOUVER MALL DR
 VANCOUVER, WA 98662
 360-604-7961

Sale 12/17/2017 12:05:19 PM
 Store#:1320 Trans#:7179 Reg#:1
 Associate:273619 V6.64

273619
 886736340302 MOGAN MID 2 JR
 NIKE 7 D,M
 PLU Price 55.00
 Price Override 5.01-
 Price Conflict - Floor 49.99P
 Item Price

ITEM COUNT: 1

SUBTOTAL: 49.99
 TAXES:8.400% WA STATE TAX 4.20
 on 49.99 54.19

TOTAL: 54.19
 Credit
 Visa
 Card#: XXXXXXXXXX
 Card Entry Mode:Chip Read
 Mode:ISSUER
 Currency Code:USD
 Merchant ID:189003704997
 Terminal ID:08483804