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). If purchases for (2) or more students are on a receipt receipt MUST be itemized.
- 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 store/vendor, date purchased, amount paid including tax, and payment method. **Walmart receipts are not accepted without direct prior approval.**
- 6. Packing slips, handmade ledgers, credit card statements, reprints are not accepted.
- 7. Receipts must be submitted using your link within 30 days from the date of your confirmation email. **Mailed, emailed, or faxed receipts will not be accepted.**
- 8. Your reimbursement is limited to \$100 per student, including taxes and/or other fees, in accordance with the eligible items approved. Note: limit was increased from \$75 to \$100 on 9/1/2021.
- 9. Please allow up to 10 business 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. <u>Please review it</u> carefully and save it for your records.
- 12. Approximately <u>4-6 weeks **after** processing</u>, your reimbursement check will be mailed to the home address you provided on your original request.

Example: (1) receipt for (1) student, with a total <u>UNDER</u> \$75. Total to be reimbursed is only \$48.98.

Note: As of 9/1/2021, reimbursement limit has been increased to \$100.



Example: (2) receipts for (1) student, with a total OVER \$75. Total to be reimbursed

is still only \$75.

Note: As of 9/1/2021, reimbursement limit has been increased to \$100.





Example: (1) order confirmation for (1) student, with a total <u>OVER</u> \$75. Total to be reimbursed is still only \$75.

Note: As of 9/1/2021, reimbursement limit has been increased to \$100.

11/17/2020 amazon.com Amazon.com - Order 112-8467420-2348256

Details for Order #112-8467420-2348256

Print this page for your records.

Order Placed: November 17, 2020

Amazon.com order number: 112-8467420-2348256

Order Total: \$148.11

Not Yet Shipped

Items Ordered

1 of: Spotted Zebra Girls' Kids Leggings, 5-Pack Pink Cat, X-Small Sold by: Amazon.com Services LLC

\$25.00

Condition: New

1 of: Fruit of the Loom Girls Little Everyday Essential Cushion Low Cut Socks (10 Pack), White w/Colored Heel Toe, Small (Shoe Size: 6-10.5)

\$19.02

Sold by: QUALITY ELITE (seller profile)

Condition: New

1 of: HzCojulo Kids Toddler Big Little Girls Fashion Cotton Crew Cute Socks -5 Pairs Gift \$12.99 Set, Multicolor-BOV, Shoe size 10.5-13/M/5-7 Years

Sold by: Hzcojulo Daily (seller profile)

Condition: New

1 of: DXTON Little Girl Children Kid Winter Long Sleeve Tutu Cotton Party Dresses LH4580BLUE-6T



Sold by: DXTON (seller profile)

Condition: New

1 of: Spotted Zebra Girls' Kids Leggings, 5-Pack Hearts, Small Sold by: Amazon.com Services LLC

\$25.00

Condition: New

1 of: Spotted Zebra Girls' Kids Disney Star Wars Marvel Princess Long-Sleeve T-Shirts, 4-Pack Frozen Elsa & Olaf, X-Small

\$16.00

Sold by: Amazon.com Services LLC

Condition: New

1 of: Spotted Zebra Girls' Kids Disney Star Wars Marvel Princess Long-Sleeve T-Shirts, \$20.00 4-Pack Frozen 2 Born Leader, Small

Sold by: Amazon.com Services LLC

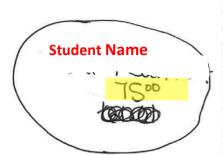
Condition: New

Shinning Address:

MICAD, WA 99021-943/ United States

Shipping Speed:

One-Day Shipping



Payment information

Payment Method:
Debit Card | Last digits: Juo

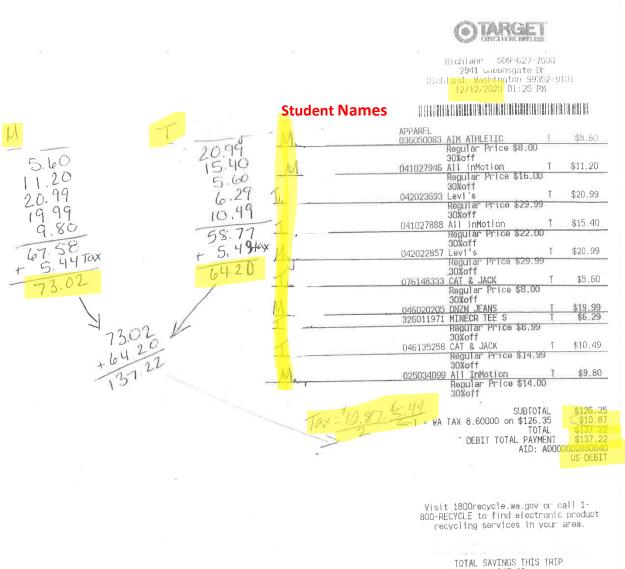
Item(s) Subtotal: \$137.00 Shipping & Handling: \$0.00

Total before tax: \$137.00

Billing address

0.0467400.0040056

Example: (1) order receipt for (2) students, itemized to show what was purchased for each student. Total to be reimbursed is broken down per student.



\$45.60

REC#2-0347-2314-0075-5063-3 VCD#752-167-838

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Informtarget.com User ID: 7965 2768 6992 Password: 449 367

CUÉNTENOS EN ESPAÑOL

Please take this survey within 7 days