**SCHOOL SUPPLIES 2024**

**Reimbursement Guidelines**

This program is available nationwide, for Wyandotte Nation enrolled Tribal citizens age 3 to 18 years and enrolled in school/qualified learning program from Pre-K through 12th grade. Each child is allowed up to $200 (July 1 to September 30)

**Program and Receipt dates:** July 1, 2024 to September 30, 2024 - ALL original applications and receipts MUST be received in office or postmarked (mailed) by the due date. No exceptions - GET THEM IN EARLY!

Do not fax or email applications and receipts. Mail, bring in or use drop box in front of Administration building.

Complete the chart on the application. Fill in the total amount you are requesting. Account for any discounts.

All receipts must show purchase date, what the item is, individual item price, subtotal, tax, and total. Always show proof of payment with method used (visa/store card/paypal etc.) Name of business must be on receipt.

Receipt must be legible- Torn, Smudged or tiny receipts we can’t see, will not be counted. Do not use tape or highlight. No handwritten receipts.

If using "after pay" or related split payment method, we can only reimburse from actual proof of payment.

We do not reimburse for store points or store credit used.

Do not have any extra items or more than one child's items on each receipt (including- to save on shipping). Do not have add-ons such as donations.

On-Line Receipts: Only send full receipt/full email. Detailed invoice. No screen shots or partial receipts. Not just Store Pick-up receipts or just the Order Summary that does not show payment.

If you have a return, both the original receipt and the return receipt must be turned in.

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I have read all instructions on this guideline page. I also acknowledge that incomplete and/or non-compliant applications will be returned for completion.

Signature of Parent/Legal Guardian: __________________________________________

Please Return application to: Family Services 8 Turtle Drive, Wyandotte, OK 74370 -no emails or faxes-
This program is available nationwide, for Wyandotte Nation enrolled Tribal citizens age 3 to 18 years and enrolled in school/qualified learning program from Pre-K through 12th grade. Each child is allowed up to $200 (July 1 - September 30).

Please refer to the Guideline Sheet for ALL instructions AND sign at the bottom of both pages.

***Incomplete and Non-compliant applications will be returned for completion***

Parent/legal guardian: #_____________________________________________/______________________________________________

Child’s name: #_____________________________________________/______________________________________________

Mailing Address: ____________________________________________

Phone Number: ___________________________________________ Email: __________________________________________________

School Attending: __________________________________________

Printed name of person being reimbursed: ________________________________

Complete chart below

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I have read all instructions on application and guideline page, and certify that the item(s) purchased will be for named applicant(s) only. I also acknowledge that incomplete and/or non-compliant applications will be sent back for completion.

__________________________________________________________________________

Signature of Parent/Legal Guardian ___________________________ Date ___________________________

Page 2 of 2 (must sign both pages)

Please Return application to: Family Services 8 Turtle Drive, Wyandotte, OK 74370 –no emails or faxes–