

Tribal Member Reimbursement Program for School Supplies/School Clothes

Program Description

The Peoria Tribe of Indians of Oklahoma has established a program for reimbursement of school supplies or clothes for members of the Peoria Tribe of Indians of Oklahoma who are currently enrolled in grades K through 12. This will be an annual program subject to budget approval each year by the Peoria Tribal Business Committee.

The maximum amount per eligible student per school year is \$500. Reimbursements will be made in accordance with the following Guidelines and made payable to the parent/guardian submitting the application. Reimbursement checks will be mailed to the address as listed on the application.

Examples of costs allowable for reimbursement under this program include paper, pencils, notebooks, backpacks, shoes, clothes, school uniforms, lab fees, activity fees, summer school fees, or other fees charged by the school system. All costs must be itemized on a printed receipt and submitted with the Program Application. All submitted receipts for the school year 2017-18 must be dated between May 1, 2017-May 31, 2018. Any receipts submitted not falling between these dates will be returned.

All applications for reimbursements must be submitted to the Education Director at the Peoria Tribal Office. **Only one application will be accepted per student per period. Each student can only be reimbursed 3 time per school year not to exceed the \$500 maximum.**

PERIOD	MONTHLY PROCESSING DEADLINE
Period 1 – July 1st through July 31st	July 31st
Period 2 – August 1st through August 30th	August 30th
Period 3 – September 1st through September 30th	September 30th
Period 4 – October 1st through October 31st	October 31st
Period 5 – November 1st through November 30th	November 30th
Period 6 – December 1st through December 31st	December 31st
Period 7 – January 1, 2018 through January 31, 2018	January 31, 2018
Period 8 – February 1st through February 28th	February 28th
Period 9 - March 1st through March 31st	March 31st
Period 10 – April 1st through April 30th	April 30th
Period 11 - May 1st through May 31st	May 30th
Period 12 - June 1st through June 30th	June 30th

Applications must be received by the deadline date to be processed for that period. Any incomplete applications or postage due applications will not be accepted and will be returned for your completion.

Guidelines

- Student must be an enrolled member of the Peoria Tribe of Indians of Oklahoma.
- Must provide with application a copy of the student's tribal membership card.
- Student must be currently enrolled in grades K-12.
- Must provide original letter on official letterhead from school certifying the student's enrollment for current school year.
- Must provide original receipts, no copies will be accepted, however, copies will be accepted on a case by case basis. Receipts submitted must be dated between May 1, 2017-May 31, 2018 and show date and amount of transaction with description of item purchased.
- The maximum annual amount to be reimbursed per student is \$500 and will be made payable to the parent/guardian submitting the Program Application.



**Application
Tribal Member Reimbursement Program
For School Supplies/School Clothes**

**PO Box 1527, Miami, OK 74355
918-540-2535**

Please print:

Parent/Guardian Name: _____
First Last

Address: _____
City/State/Zip Code

Phone Number: _____

Please print:

Student's Name: _____
First Middle Last

(Only one application will be accepted per student per period)

Student's Tribal Roll #: _____ Birth date: _____
(Attach copy of students' membership card)

School Attending: _____
(Attach original certification of enrollment from school)

Grade: _____ Age: _____ Total dollar amount of attached receipts: \$ _____

MUST BE ATTACHED: (check list below)

- Copy of Tribal Membership Card
- Original Certification of School Enrollment
- Original Receipts (not copies) of Purchases for School Supplies/Clothes

All receipts must show date and amount of transaction with description of item purchased. Receipts submitted must be dated between May 1, 2017-May 31, 2018

Date: _____ Signature: _____

DO NOT WRITE BELOW THIS LINE/OFFICE USE ONLY

Period Received: _____ Date Received: _____
Membership Confirmed: _____ Check Mailed: _____

Revised 8/27/2015