



There Is Money For Your Classroom Purchases!

Valhalla

Greetings Teachers & Staff!

Elementary School

530 Kiki Drive

Pleasant Hill

California 94523

925-687-1700

Valhalla

Parent Faculty

Association

is a non-profit

organization

serving the needs

of Valhalla

Elementary School

At All-In-One this year, Valhalla families donated money for you to use during the school year to support you & your students. The money is held in the Classroom Enhancement Fund or CEF, which is managed by VPFA (Valhalla Parent Faculty Association). VPFA will use this fund to write you reimbursement checks for your out-of-pocket classroom purchases throughout the school year.

What will VPFA reimburse?

VPFA will reimburse the cost for most items, such as, but not limited to:

- Classroom supplies
- Party supplies/food for your students
- Student prizes
- Subscriptions for use in the classroom
- Teacher supplies
- Furniture or equipment for your classroom
- Approved professional development not covered by MDUSD
- Online vendor purchases
- Special class projects

How do I know how much money is in my CEF account?

You will be given access to a spreadsheet that will be used to track balances.

How do I submit a reimbursement request to VPFA?

1. Complete a VPFA [Check Request Form](#) found in the office on top of the Treasurer's Box or on the Valhalla website
2. Place VPFA Check Request Form with original receipts in the Treasurer's Box located inside the Main Office.

BEST PRACTICE: Make copies of your original receipts for your files.

FAQs on next page

Procedure is subject to change. QUESTIONS? Email vpfatreasurer@gmail.com.

Our Federal Tax

ID Number is

23-706-1836



FAQs

How soon can I expect my reimbursement check?

Requests received by the 10th of the month will have checks placed into staff mailboxes by the end of that month.

If my reimbursement request is larger than my CEF balance, can I still submit my request?

Yes, but VPFA will only reimburse the amount of your remaining balance.

What about making Office Depot & Amazon Business purchases?

Please note the office had decided to no longer place orders for office depot or Amazon Business

What if I'm not sure my request should go to VPFA?

Ask the VPFA Treasurer at vpfatreasurer@gmail.com.

A parent wants to donate money for use in my classroom. Does VPFA handle this?

No. For equity purposes all money donated will be placed in the CEF fund and split between the teachers. VPFA does not accept special requests for classroom donation requests.

What happens to CEF money I do not use this school year?

While we encourage you to use all funds this year, we understand that is not always possible. If you are saving up for a big-ticket item or saving for a year when family donations are limited, your funds will roll-over to the next school year.

What happens to my CEF balance if I do not return to Valhalla the next school year?

You may donate your funds to Valhalla teachers, just email vpfatreasurer@gmail.com to confirm. Otherwise, VPFA will distribute that money to benefit the Valhalla community.

What happens to CEF funds in my account if I leave Valhalla during the school year?

The money will remain in your account to be used by the person who resumes your position after your departure.

What happens if I overspend my CEF allotment for the year?

You will be given access to your CEF spending tracker. You are responsible for monitoring your balance to avoid going over budget.

If I choose to hold receipts until the end of the school year, can I still submit them for reimbursement?

Yes. Requests received by the last school day of the year will receive reimbursement.

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