

Purchasing-Online Teacher Accounts Process (ClassWallet)  
Legislative Teacher Supply Procedure

1. Funds that have been allotted to teachers for reimbursement of supplies through the Legislature and Utah State Board rule will be loaded on individual teacher accounts through an electronic web based program designed to track the funds.(ClassWallet)
2. Teachers will have access to the funds to spend through online vendors or to be reimbursed for purchases made at stores.
3. All orders and reimbursements must be approved by the principal or his designee at the school level.
4. Box Elder School District will pay for the yearly user fee for each user of the online fund tracking system. The convenience fee that is charged for each reimbursement will be charged to the teacher account.
5. No sales tax will be charged on orders made through ClassWallet preferred online vendors. Sales tax will be reimbursed for purchases made in person. The teacher may select the options for reimbursement that are most convenient for them.