

Team Budget

Each team has a budget of \$50 **per classroom** to support hands-on activities for the school year. The primary purpose of the budget is for the purchase of consumable educational materials to be used by students. Examples of appropriate expenditures include organs for dissections, balloons to make lung models, etc. The budget **cannot** be used to purchase snacks, candy, or gasoline for transportation. Please, save your receipts and fill out the form provided in order to get reimbursed for your expenses.

Remember to always check with SEP for supplies, as well. The SEP Daly Ralston Resource Center has a tremendous inventory of supplies, both consumable and non-consumable. In addition, SEP has a dungeon full of assorted equipment and various supplies!



SEP Reimbursement Form for SFUSD Teachers

1. Complete this form

Questions? Contact:

Sabine Jeske, 476-3756, Sabine.Jeske@ucsf.edu (Bio&ChemTeach)

Ben Koo, 502-6689, Ben.Koo@ucsf.edu (STAT)

Jean MacCormack, 476-0338, Jean.MacCormack@ucsf.edu (MedTeach & HealthTeach)

Your Name: _____

Your Email Address : _____

Your Mailing Address (for check):

Street Address

City, State (please include ZIP CODE)

SFUSD School: _____

SEP Program (please ✓ one)

STAT MedTeach BioChemTeach HealthTeach

Lesson(s) for which materials were used: _____

Total amount of reimbursable expenses: \$ _____

2. Paper clip your original itemized receipts to this form (no staples or tape, please).

3. Mail or Deliver this form and your receipts to:

US Mail - Lin Moses, SEP/UCSF Box 0905, 100 Medical Center Way, SF 94143

Deliver to - SEP, 100 Medical Center Way, Woods Building, Upper Floor