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!
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