



JANUARY 2025

Newsletter

STAY IN THE LOOP WITH UPDATES AND ANNOUNCEMENTS!

AT A GLANCE

- Happy New Years!
- Reimbursement Receipts & Examples
- Combining Multiple PDFs for Upload
- Venmo Payments
- The Importance of Context in Requests

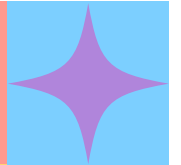


WISHING YOU

*A Happy
New Year*

from the Children First Education Fund

Reimbursement Receipts



Receipts must include the date, the name of the business or service provider, the product or service provided, an itemized breakdown of costs, and the total amount due. For services, the student's name must also be listed on the receipt. Handwritten receipts will not be accepted. If receipts list only item categories (e.g., from stores like Hobby Lobby) rather than specific products, photos of the purchased items with visible prices must be provided. Please be sure to check if they're an approved vendor **prior** to submitting any reimbursement or purchase requests.

SOME EXAMPLES INCLUDE:

Service Receipts:

*Reminder: When submitting for reimbursements for services (such as therapies or one-on-one sessions) please ensure the vendor is on the approval list (found [here](#)) as submissions from unapproved vendors will be denied.

FROM Approved Vendor Address 1234 UT 12345		RECEIPT	
TO Customer Name Address 4321 UT 12345		Receipt #:	0000001
		Receipt Date:	12/01/2024
QTY	Description	Unit Price	Amount
1	Therapy Services on 12/01/25 for [Student's Name]	100.00	100.00
0		0.00	0.00
0		0.00	0.00
0		0.00	0.00
0		0.00	0.00
0		0.00	0.00
0		0.00	0.00
0		0.00	0.00
0		0.00	0.00
0		0.00	0.00
		Subtotal	100.00
		Sales Tax (7.25%)	7.25
		Total	107.25
NOTES Paid with Visa 1234			
Tel: +1 234 56 789		Email: company@email.com	Web: company.com

***Highlighted areas are what we look for

Category Only Item Receipts:

These are listed as "markers" - not Sharpies



***Please be sure to include all items purchased

Uploading Multiple Files

If you ever find yourself needing to upload more than one file at a time, here are some resources that might make it easier for you. Please feel free to reach out if you have any questions!

[Free Adobe PDF Combiner](#)

[Free PDF.net Merger](#)

[Merge Multiple PDF Files App - Google Play](#)

[Merge Multiple PDF Files App - Apple Store](#)

Venmo Payments



Venmo payments are an acceptable payment method to an **approved vendor**. Please note that any Venmo payment must be accompanied with the corresponding invoice or receipt or they will be denied. Providing us this information helps us maintain clear and accurate records, so we appreciate your help on this!

Context & Why it's Important



Please include the educational context in reimbursement and purchase requests, it's helpful for the CFEF team as it:

Ensures Compliance: It helps verify that the purchases or services align with the program's guidelines and educational objectives.

Facilitates Accountability: Clear documentation demonstrates that funds are being used appropriately for the intended educational purpose.

Streamlines Approvals: Providing context allows for faster review and approval, reducing the need for follow-up or clarification.

Supports Transparency: It creates a transparent record that can be referenced in audits or reviews.

Prioritizes Student Needs: Associating the request with a particular educational goal enhances its relevance and demonstrates its importance.

Reach Out



For questions, feedback, article ideas or story contributions, email lauren@cfe-fund.org