

## **FINGERPRINT REIMBURSEMENT GUIDELINES**

According to Massachusetts General Law Chapter 459 of the Acts of 2012 all school employees are required to submit to national fingerprint-based criminal background checks in addition to state Criminal Offender Record Information (CORI) and Sex Offender Record Information (SORI) checks. In December 2014, the Newton Public School Committee approved a new fingerprinting policy, which can be found in the Human Resources folder on First Class.

If you have been fingerprinted by another school district **within Massachusetts**, you are eligible to be reimbursed, but first you need to be re-fingerprinted for Newton Public Schools. **(The Newton Public Schools Provider ID number is 02070000)**

Please follow the steps below in order to be reimbursed by Newton Public Schools:

1. Contact your previous school district and have them send the Newton Public Schools' Human Resources Office, a suitability determination letter.
2. Make an appointment with MorphoTrust to be re-fingerprinted. Be sure to acquire a receipt.
3. Fill out the attached reimbursement application and attach the receipt, as well as, your proof of payment. For example; if you paid by check, please provide us with a copy of the check, front and back. If you paid with a credit/debit card, please provide us with a copy of your bank statement, showing the payment to MorphoTrust.
4. Once you have all of these documents together, please submit to the Human Resources Office for reimbursement. On we receive your fingerprint report from MorphoTrust, the suitability determination letter from your form school district and your documents you will be reimbursed in a future paycheck.

### **Reimbursement Checklist:**

Suitability Letter	
Appointment to be re-printed	
Receipt from MorphoTrust/IdentoGo	
Proof of Payment	
Signed Reimbursement Application	

# Employee Reimbursement Form

Employee Reimbursements are for **EMERGENCY PURPOSES ONLY**.

The City of Newton is TAX EXEMPT and does NOT reimburse for TAX.

**\*\*Food Purchases (account #5712) requires signature of Superintendent before submitting to Accounting**

<b>EMPLOYEE NAME:</b>	<b>Employee #</b>

**SCHOOL/DEPARTMENT:**

**Explanations required:** 1. The academic program on which the reimbursement is based. 2. If a meeting is involved, include purpose of meeting, number of attendees and the job classification of attendees (for example: teachers, coordinators, inclusion facilitators). 3. Explain why the procurement process was not used (i.e. a purchase order).


<b>ORIGINAL RECEIPT(S) and copy must be provided:</b>		
<b>Date:</b>	<b>Detail (item(s) purchased)</b>	<b>Amount</b>
<b>TOTAL:</b>		<b>\$ -</b>

**CHARGE INFO: Budget Code (also referred to as "Key Org") and Account Number**


<b>CODE 861</b>	Education Reimbursement	
<b>CODE 862</b>	Mileage Reimbursement	
<b>CODE 863</b>	Miscellaneous Reimbursement (Books, Supplies, etc.)	

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<b>Employee Signature</b>	
<b>Department Head/Principal/Central Staff Signature REQUIRED</b>	<b>Date</b>

**\*\*Signature of Superintendent**

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<b>REQUIRED DOCUMENTATION:</b>		
Employee Reimbursement Form	<b>Original and (1) copy</b>	
Itemized Receipts	<b>Original and (1) copy (Credit Card statements must include itemized receipts)</b>	