

PRAXIS REIMBURSEMENT PROCESS

1. Teacher prints the PRAXIS Reimbursement Checklist, prepares all required documents for submission to school office, keeps a copy, and gives all original documents on the checklist to the school office for submittal to the principal.
2. School principal or delegated HQ Coordinator verifies the exam was part of the teacher's Professional Development Plan.
 - a. If so,
 - i. Sign approval on the Request for Reimbursement,
 - ii. Log the teacher's exam result for later reporting, and
 - iii. Route form to school office.
 - b. If not, indicate disapproval and return to teacher.
3. School office checks if the teacher has a Vendor Number.
 - a. If no Vendor Number, submits form FMS-T1 Vendor Table Maintenance, using eHR to look up teacher's SSN for the form, and attaching teacher's Form 5. Hold the request until the Vendor Number is established.
4. School office writes teacher's Vendor Number on the FMS-PY1 Direct Payment form.
5. School office sends FMS-PY1 with all attachments to the Complex Area (CA) office.
6. Complex Area Superintendent (CAS) signs FMS-PY1 Direct Payment form.
7. CAS determines if payment will come from CA Office, or from school.
 - a. Payment from school:
 - i. CA Office returns approved FMS-PY1 and all attachments to the school.
 - ii. Complex Area Business Manager creates BUD-3 Request to Transfer Allocation and transfers Title IIA funds to the school to make payment.
 - iii. School enters expenditure plan in Budget System.
 - iv. After expenditure plan has been transferred to FMS (usually overnight) school enters payment in FMS and processes Approval to Pay report.
 - v. Submit Approval to Pay report and required documents to Vendor Payment Unit.
 - vi. Check is mailed to teacher.
 - b. Payment from CA office:
 - i. CA office (or PRO office) enters payment in FMS and processes Approval to Pay report.
 - ii. Submit Approval to Pay report and required documents to Vendor Payment Unit.
 - iii. Check is mailed to teacher.