

Office Use Only: DD received _____
Waiver completed _____

ACE Preparatory/Honors SIF Cover Sheet

Student Name: _____ Month: _____

Date of Class or Purchase	Description of Class or Purchase	Amount
Total receipts submitted on this form:		

Date of Payment: _____

Payment method (check one):

☐ Cash

☐ Credit Card

☐ Check No. _____

☐ Other _____

Directions:

1. Complete SIF cover sheet.
2. Staple receipts *in order listed above* to SIF cover sheet.
3. Once a year, complete online waiver for any in-person or live online instruction:
<https://forms.gle/MQDALsDC3x1mPbS7A>
4. Submit hard copies of SIF cover sheet & receipts to ACE office by dates listed on school calendar.
5. Complete Direct Deposit and submit to ACE office if new to ACE SIF program (only needed one time).
6. Reimbursements are paid monthly (October – June) via Direct Deposit when cover sheet & receipts are submitted on time.
7. SIF documents not received on time or missing information will be held for payment until the next month. SIF money carries over month to month, but does not carry over to the next school year.