



# GENERAL ALLOWANCE CLAIM

VOUCHER NO - \_\_\_\_\_

**NOTE:** THE USE OF THIS FORM IS RESTRICTED TO ONE KIND OF ALLOWANCE PER SHEET AND IS NOT TO BE USED FOR ALLOWANCES FOR WHICH FORMS HAVE ALREADY BEEN PROVIDED

BATCH NO - \_\_\_\_\_

## FORM # 13S – EDUCATION ALLOWANCE – CRAFTS AND ARTS MATERIALS

EFFECTIVE 01 JANUARY 2006

### RESEARCH WEB SITES:

- Ottawa-Carleton District School Board – [www.ocdsb.edu.on.ca](http://www.ocdsb.edu.on.ca)
- Ottawa-Carleton Catholic School Board – [www.occdsb.on.ca](http://www.occdsb.on.ca)
- Conseil scolaire de district catholique du Centre-Est de l'Ontario – [www.ceclf.edu.on.ca](http://www.ceclf.edu.on.ca)
- Conseil des écoles publiques de l'Est de l'Ontario – [www.cepeo.on.ca](http://www.cepeo.on.ca)

SN \_\_\_\_\_ RANK \_\_\_\_\_ NAME \_\_\_\_\_

UIC/UNIT \_\_\_\_\_ SY 01 SEPTEMBER \_\_\_\_\_ TO 31 AUGUST \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ DATE OF BIRTH (dd/mm/yyyy): \_\_\_\_\_

Name/address/telephone number of School attending: \_\_\_\_\_

SCHOOL GRADE \_\_\_\_\_

### Benefit

1. Education Allowance for Craft and Arts Materials determined on the practice followed by the:
- Ottawa-Carleton District School Board
  - Ottawa-Carleton Catholic School Board
  - Conseil scolaire de district catholique du Centre-Est de l'Ontario
  - Conseil des écoles publiques de l'Est de l'Ontario

### Entitlement

2. Education Allowance for Crafts and Arts Materials when not provided without charge for a student in Grade Junior Kindergarten to Grade 8. An allowance may be authorized for Crafts and Arts materials upon certification by the school principal that these are compulsory requirements and are not provided by the school. Crafts and Arts materials may include:

- construction paper
- color paints
- mural paint
- mural paper
- paint brushes
- textiles used for art
- art paper
- clay

**Note 1:** School Supplies are no longer admissible.

**Note 2:** For Grades Kindergarten to Grade 8 – In the event that the representative school does not provide craft and art material to meet the students requirements during the academic year the member may submit an education allowance request form #13S. In order to request the allowance, member's Form #13S is to include a letter from the school attended stating that craft and art materials are not provided without cost.

### Certification by the member

3. I request Education Allowance for Craft and Arts Materials in the amount of \_\_\_\_\_

Letter from the school principal that these are compulsory requirements and are not provided by the school is enclosed.

I certify that the Craft and Arts Materials being claimed have not been provided without charge by the school, and I accept this Education Allowance for School Craft supplies on condition that I may be required to present proof that this allowance was used for the purpose it was intended for in the event of an audit. Such documentation should be kept for a period of 7 years to satisfy audit requirements.

Member's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Outside Canada Approving Authority Office only

- Verified by Education Clerk that allowance as requested is within entitlement
- Applicable article in the Outside Canada Education of Children "How To" Book \_\_\_\_\_

### Outside Canada Support Unit Approving Authority Approval and Certified pursuant to Section 34 of the FAA Block

TOTAL EDUCATION ALLOWANCE FOR SCHOOL CRAFT SUPPLIES IN THE AMOUNT OF \_\_\_\_\_ IN LOCAL CURRENCY IS APPROVED.

Approving Authority Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approving Authority is to provide the member with an authorized copy of this allowance.

Financial Coding: **GL: 1211, Cost Centre: 2202ZF, Fund: C103, IO: GRC0000B3210**

Civilian Personnel Financial Coding: Contact DCBA 5/DEM/  MSGU Financial Coding: CC: 2300AQ Fund: C117 GL 1211 IO: \_\_\_\_\_  
(For FMAS Purposes, the text description line must show: Unit UIC, last three digits of SN and member's last name)

Received amount of \_\_\_\_\_ Currency \_\_\_\_\_ Exchange Rate used: \_\_\_\_\_ CHEQUE NO. \_\_\_\_\_

Claimant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Cashier's Initials: \_\_\_\_\_