

PROFESSIONAL FUND ALLOCATION WORKSHEET

Tax-free options:

<input type="checkbox"/> Classroom materials	
<input type="checkbox"/> Tuition / workshops / conferences (registration/tuition fees only - no subs, lodging, or travel)	
<input type="checkbox"/> Home DSL / high-speed internet service / cell phone data	
<input type="checkbox"/> Memberships to professional organizations	
<input type="checkbox"/> Subscriptions to professional publications	
<input type="checkbox"/> Student loans incurred after employment	
<input type="checkbox"/> Laptop computer (\$750-\$1,000) that District owns	
<input type="checkbox"/> Other professional expenses	
Subtotal (must be divisible by 250)	

Taxable income:

<input type="checkbox"/> Salary (\$250 for each half-day increment, with a maximum of 8 half-days)	
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TOTAL	
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Notes:

- Estimate conservatively - your decision is irrevocable. When in doubt, take salary.
- Be sure to save your receipts for the tax-free options.
- Do not mix personal retail purchases with professional fund purchases.
- Purchases from June 1, 2011 through May 31, 2012 count.
- Whatever you buy with tax-free money is owned by the district. If you change buildings, you can take it with you. If you leave employment, you must leave your materials behind.
- .6 FTE or greater will have \$2,000 to spend this year.
- Less than .6 FTE will have \$1,000.
- If you return your contractual paperwork today, you will receive your money on August 31. After today, you will have to wait until November 30.

If you have questions, contact the LWEA office for assistance - 425-822-3388.

This is a worksheet only - DO NOT send this form to the District.