

### You can use YE's Amazon account as much as possible!

You can purchase nearly everything you need for your YE class on Amazon—auction items, activity supplies, snacks, gift cards and more! It's fast and easy.

### Can't buy it on Amazon? No problem, YE has you covered!

#### Make the purchase using personal funds, keep your receipt, and YE will reimburse you.

Complete the YE Teacher Reimbursement Form available on YE Academy (go to Menu—Curriculum—Resources—Admin Forms). Send the form with your receipts to YEAccountsPayable@youthentrepreneurs.org. YE will reimburse you directly to your bank account within 5-7 business days. This works well for small expenses (i.e. less than \$100).

#### Have the vendor invoice YE.

Send the invoice to yeaccounts payable@youthentrepreneurs.org; include:

- > Your name
- > Your school name
- > The event/description of the expense
- > Contact information for an individual with that vendor for YE to contact with W-9 and ACH forms

YE will pay the vendor directly within 5-7 business days once all paperwork has been received and the vendor has been set up. This works well for expenses of any dollar amount, such as field trip transportation through a transportation company.

#### Get a cash advance from YE.

This option is the most work, so make sure you've explored the above options first--work smarter, not harder! Cash advances work well for expenses in the range of \$100-\$500. Only one outstanding advance is allowed at one time. (Outstanding means receipts and/or unused funds have not yet been submitted to YE.)

- > Request cash by emailing hello@youthentrepreneurs.org. YE will send the funds to your bank account within 5-7 business days.
- > Make your purchases using the funds sent to you and keep all your receipts.
- > Complete the form sent to you by YE and email it to YEAccounts payable@youthentrepreneurs.org with a copy of all your receipts.

### Get a cash advance from YE con't.

- > Return any remaining funds to YE via PayPal: <https://www.paypal.me/YEPayPal> with the note "Return of unspent cash advance".

### Still can't find the right option for your purchase?

No problem. Contact [hello@youthentrepreneurs.org](mailto:hello@youthentrepreneurs.org) for help or questions!