

FUNDING: Additional Things to Know and Forms to Download

How to get a Purchase Order number

To get a purchase order (PO) number that you can use to pay for your home schooling supplies or services, please follow these steps:

1. Email THEE's office at finance@thee.ca at least 2 days before you go to the store. Do not call THEE's office after you've selected your items and as you are standing at the checkout counter. Not a good idea (trying to have some humour here!). We need time to process your request for a PO#, and with some vendors, we have to communicate the parent's PO# information at least 2 school working days in advance so that the vendor can have that information available to the employees who work the check-out tills. All of this communication, which takes place behind the scenes, takes time.
2. In the email message to finance@thee.ca, you will need to state the name of the store (vendor), its location (some vendors have multiple stores, and the PO# is specific to a single store), and the dollar amount of your planned purchase.

Limitations for the Purchase Order number

1. Each individual PO# applies to only one store and to one total purchase/transaction/receipt of one or more resources; the PO# is tied to the one receipt for one or more items from that store.
2. The individual PO# does not apply to multiple purchases from the same store (even on the same day) or from different stores. The PO# is not like a pre-paid credit card that you can use at multiple stores for multiple purchases. The PO# is good for only one transaction at the stated store.
3. If you do not spend the entire amount of the PO#, you can not spend the unused balance anywhere..even at the same store later..even if "later" is the same day. The PO# can be used only once at one store at one given time for one transaction.
4. We can not change your PO# (vendor or dollar amount) after we have created and sent the PO# to you and the vendor.
NOTE: We recommend that you add an additional \$30-\$50.00 to the dollar amount that you think that you'll need so that you won't run into the problem of having your requested dollar amount not cover the entire purchase price of your order from the vendor.

The supplier will in turn bill us, and we will pay the bill on your behalf. For returning THEE families, direct billing for the first half of your home education funding for the upcoming school year can take place as early as July 15th, upon your sending to thee's office your child's Notification Form and completed Education Program Plan for the upcoming school year. The funding is available for any learning resources related to the home education program. For the official word on what the province defines as a reimbursable home schooling expense, see the "Funding" section in the "Home Education Regulations", article (8) (5) (a) & (b).