



# GROCERY SHOPPING GUIDANCE



## FRESH FOOD FIRST

Fresh food is at the cornerstone of what we do at iCook. We seek to work with high quality, **fresh ingredients to make nutritious and delicious food.**

## PREFERRED STORES

It's no secret grocery costs can add up! To keep our grocery costs reasonable, **we recommend shopping at large, chain stores.** Be sure to *avoid* specialty markets or luxury grocery stores such as Whole Foods, Erewhon, or Sprouts.



**IMPORTANT!!! We DO NOT REIMBURSE for...**

- **personal items / items not purchased for class**
- **grocery delivery costs, fees, and tips**

## AVERAGE/EXPECTED COST

Costs vary depending on the planned recipes, number of students, and geographic location. You can expect to spend **\$15 to \$35 per class for up to 15 students**, and between **\$30 to \$50 per class for 20 students or more.**

Remember to **submit your Expense Report within two weeks of purchase date.**

## ONLY WHAT WE NEED

Our recipes specify the amounts needed for 10, 15, and 20 student classes. **Please ONLY purchase the amounts listed** so every student can enjoy a **tasting portion.** Please be mindful of costs and avoid food waste.

You may run out of certain supplies or staple food items. Submit reimbursement **ONLY** for items being **replenished in the bin.** The list can be found on page 2 of your curriculum or on the Teacher Portal. Anything else **requires prior approval from your Program Coordinator.** Not sure, just ask!



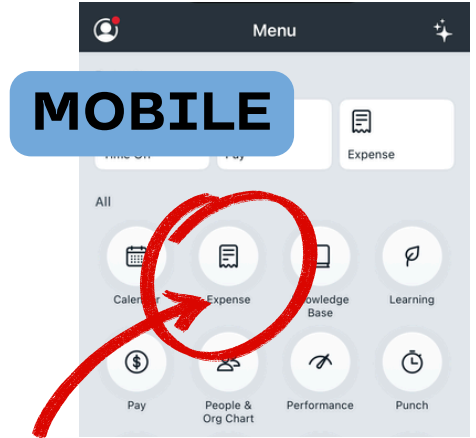
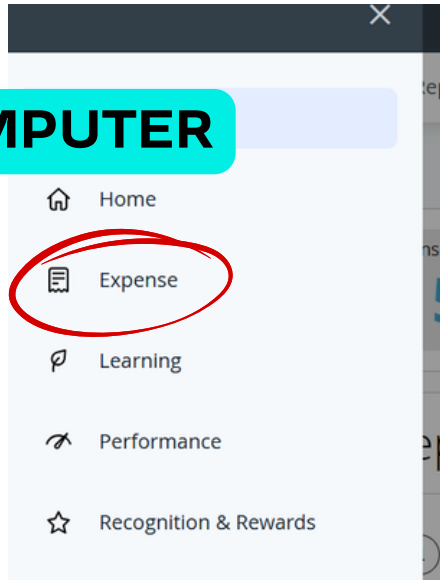


# PAYLOCITY EXPENSE REPORT PROCESS: GETTING STARTED

## Step 1

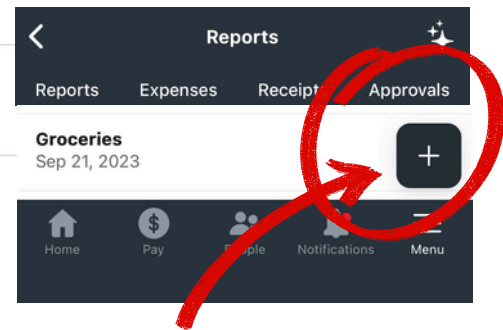
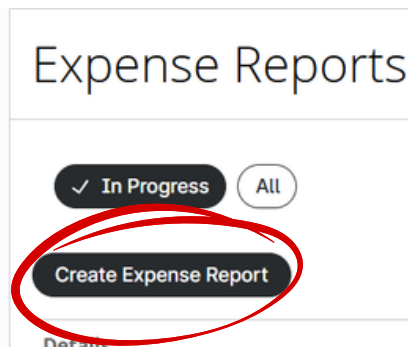
Sign into Paylocity on the website or on the mobile app. Navigate to the **Expense** page.

### COMPUTER



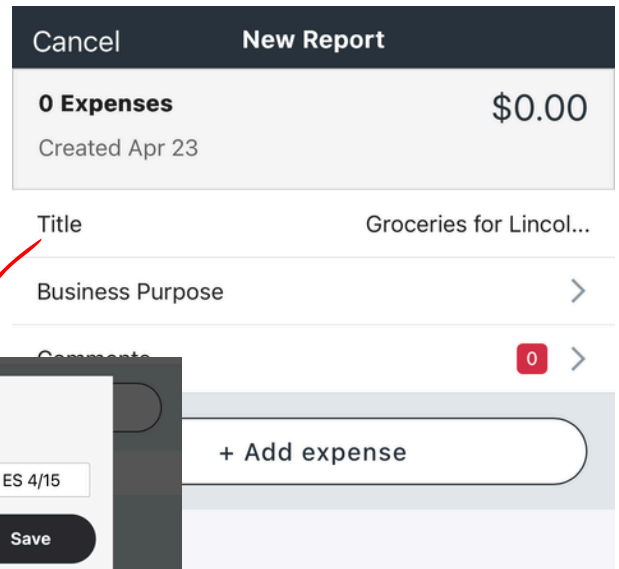
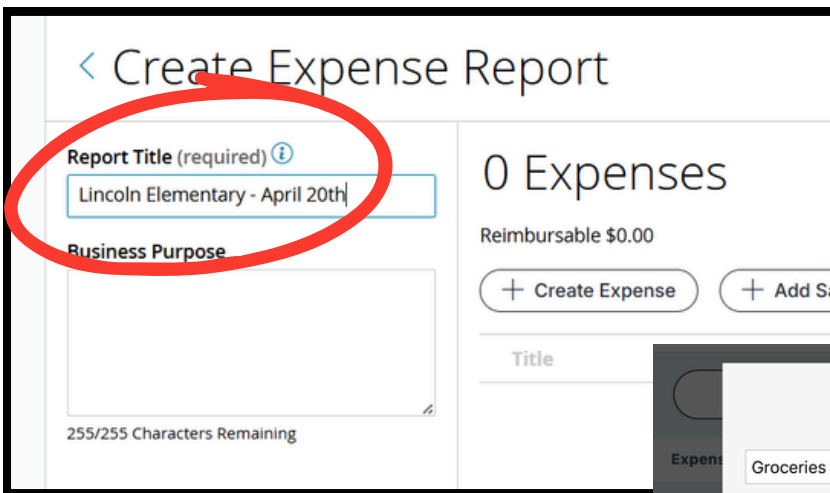
## Step 2

Select **“Create Expense Report”** or click the **“+”** sign.



## Step 3

Add **Title**: Include **SCHOOL NAME** and **DATE(S) OF CLASS(ES)**





# PAYLOCITY EXPENSE REPORT PROCESS: DETAILS

## Step 4

**COMPUTER**

**MOBILE**

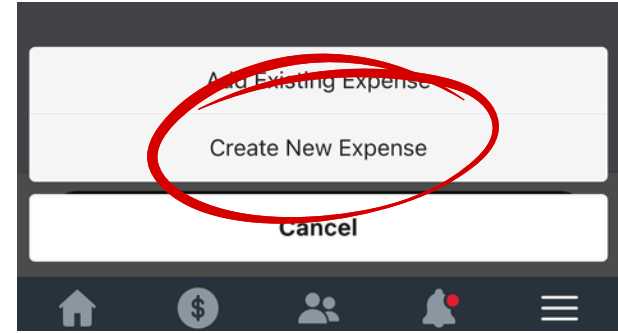
Create your expense.

+ Create Expense

+ Add expense

Remember to accurately add:

- TITLE** Label what it is for (groceries, STEAM supplies, etc...) for "X recipe" or "X STEAM activity."
- DATE** Date of purchase.
- PAYMENT METHOD** Select "Reimbursable - Cash or Card."
- CATEGORY** Select "Class supplies and groceries."
- AMOUNT** Please enter the **EXACT DOLLAR** amount spent for groceries. If uploading multiple receipts, make sure the total entered matches the total of the receipts exactly.



## Create New Expense

Close

Save

**COMPUTER**

### Details

Title (required)

Groceries for RECIPE

Transaction Date (required)

04/22/2026

Payment Method (required)

Reimbursable - Cash or Card

Category (required)

Class supplies and groceries

Amount (required)

\$25.05

Class supplies and groceries

Notes

Override Cost Center / Job?

No Yes



\$20.75

Title

RECIPES

Transaction Date

Apr 22

Category

Class supplies and groceries

Payment Method

Reimbursable - Cash or Card

Add Note

>

**MOBILE**



iCookAfterSchool.com



info@iCookAfterSchool.com



(773) 697-3115

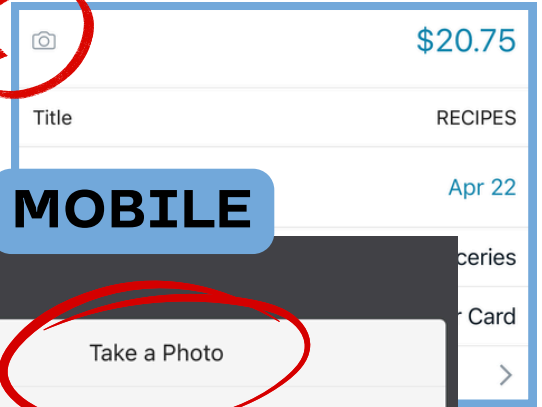


# PAYLOCITY EXPENSE REPORT PROCESS: PHOTOS

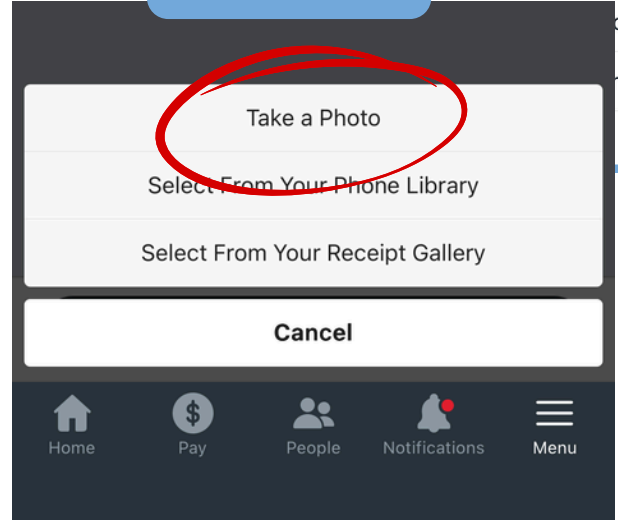
## Step 5

Upload CLEAR and FULL photo of receipt.

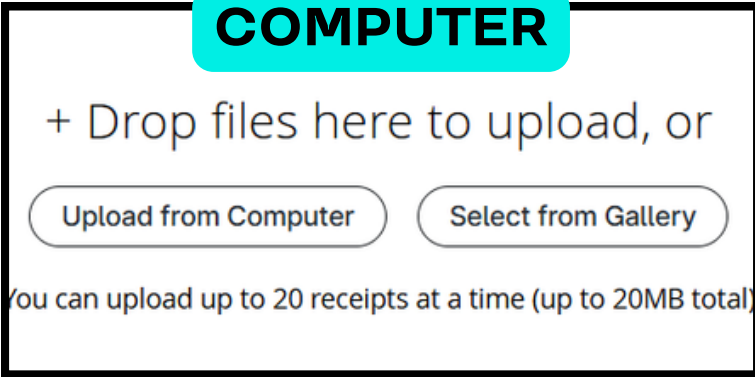
Camera icon!



MOBILE



COMPUTER



Remember:

- Receipts must be clear and readable, including the **DATE**, **ALL ITEMS PURCHASED**, and **TOTAL COST**.
- You may only be reimbursed for items purchased for class. **NO PERSONAL ITEMS.**





# PAYLOCITY EXPENSE REPORT PROCESS: FINAL SUBMISSION

## Step 6

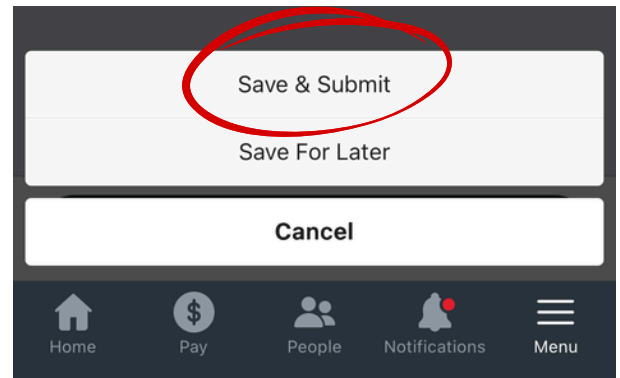
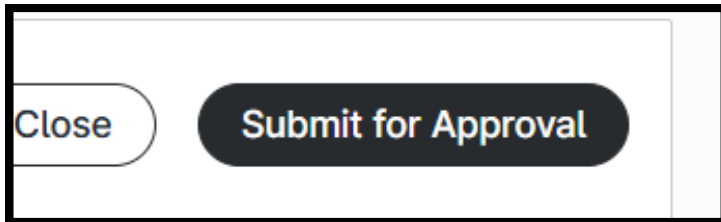
**Submit to Program Coordinator for review and approval. Reports must be submitted *within two weeks of purchase date.***

Reimbursements are processed weekly. **If submitted before COB Tuesday, will be paid on Friday of that same week.**

Please find the full reimbursement schedule on the Teacher Portal on our website.

### MOBILE

### COMPUTER



**Make sure "Status" is "Submitted."** Reports marked "Unsubmitted" are *drafts* that cannot be approved and paid.

Details	Status	
Groceries - ABC Elementary, 1 Expense	Unsubmitted	
Sample - April 2026, 1 Expense	Submitted	\$25.64 Submitted

*As always, if you have questions or need help, contact your Program Coordinator! Happy teaching!*

