



**LANGLEY TEACHERS' ASSOCIATION**  
of the British Columbia Teachers' Federation

## **Remedy Purchases through the Langley Teachers' Association Protocol**

***This process is intended for members who:***

- ***wish to make large purchases for classroom resources using their remedy money on file with the LTA or***
- ***do not have the financial ability to purchase classroom resources upfront based on the remedy on file with the LTA.***

1. Confirm with the LTA your remedy balance.
2. Create an online shopping cart that contains your purchase(s). (for example Apple or Best Buy etc...) Go to your account settings and change your password to LTA\$2020
3. Complete the Remedy Claim form (itemizing what you are purchasing) include your user name or login for the site. Don't forget to input your shipping address, your email and phone number into your online account.
4. Once the claim form has been approved, your order will be placed.
5. It is important to note that just as with the district remedy, you cannot spend beyond the remedy amount you have. All purchases must be only based on the remedy you have.

\*Note: Processing time will take longer than if ordered on your own.