



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.ca). *Please note that we have not had any success with Best Buy.* Go to your account settings and change your password to LTA\$2020
3. Complete and submit the Remedy Claim form to the LTA(itemizing what you are purchasing) include your user name or login for the site, and product information/invoices supporting your purchases. 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.