Reimbursement Request

Name _____ Date _____ Entered ___

Attach original receipts ON BACK with PAPER CLIP. When purchasing a mix of school items and personal items, please request separate receipts. If personal and school items are on the same receipt, the school will NOT reimburse any sales tax. *Please submit receipts within 30 days, and definitely no later than May 10, unless the purchase date was after that.*

I certify that the claim below is true and correct and that all items purchased are for school/student use.

Employee/Volunteer Signature: _____ Will not be paid if unsigned.

Date	Amount	Description
TOTAL:		

Check ONE. Use a separate form if you need more than one code. (Alternatively, be VERY CLEAR.)

	Kindergarten materials 01-1100-0-1110-1000-4300-201-3000		**K-2nd I.S. materials** 01-0000-0-1113-1000-4300-206-1103		**Cafeteria food** 13-5310-0-0000-3700-4700-200-3101
	First-second materials 01-1100-0-1110-1000-4300-202-3000		**3rd-6th I.S. materials** 01-0000-0-1113-1000-4300-207-1103		**Cafeteria supplies** 13-5310-0-0000-3700-4390-200-3101
	First-second field trips 01-1100-0-1110-1000-5800-202-3000		**I.S. field trips** 01-0000-0-1113-1000-5800-200-1103		**FOFL food** 13-9055-0-0000-3700-4700-200-9055
	Third-fourth materials 01-1100-0-1110-1000-4300-203-3000		**General instructional supplies** 01-1100-0-1110-1000-4300-200-3000		**FOFL supplies** 13-9055-0-0000-3700-4300-200-9055
	Third-fourth field trips 01-1100-0-1110-1000-5800-203-3000		**Office supplies** 01-0000-0-0000-2700-4350-200-2801		**Maintenance / janitorial supplies** 01-0000-0-0000-8100-4370-200-2801
	Fifth-sixth materials – regular 01-1100-0-1110-1000-4300-204-3000		**Postage** 01-0000-0-0000-2700-5915-200-2801		**Repairs (labor)** 01-0000-0-0000-8100-5620-200-2801
	5/6 student body fund – services 01-9010-0-1110-1000-5800-204-3056		**Life Lab supplies** 01-0000-0-1110-1000-4300-200-3009		**Preschool materials - normal** 12-9010-0-8500-1000-4300-200-3020
	5/6 student body fund – supplies 01-9010-0-1110-1000-4300-204-3056		**Rec supplies** 01-0000-0-8100-5100-4300-200-3010		**Preschool materials - QRIS** 12-9011-0-8500-1000-4300-200-3020
	GRANT books/textbooks 01-9010-0-1110-1000-4100-200-3057		**Special ed. materials** 01-6500-0-5770-3120-4300-200-1304		**After care supplies** 01-0000-0-8502-5000-4300-200-3008
	GRANT instructional supplies 01-9010-0-1110-1000-4300-200-3057		**Instructional technology supplies** 01-1100-0-1110-1000-4300-205-3000		**Library books** 01-0102-0-1110-2420-4210-200-2391
	GRANT equipment 01-9010-0-1110-1000-4400-200-3057		**GATE supplies** 01-1100-0-1110-1000-4300-208-3000		**Library supplies** 01-0102-0-1110-2420-4310-200-2391

Approved By: _____ (Principal or District Office Manager Signature) Rev. June 2019