

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 (001754)	5/6 student fund – services (000778)	Cafeteria food (000976)
First grade materials (000466)	5/6 student fund – supplies (000775)	Cafeteria supplies (000975)
Second grade materials (000467)	IS/HS field trips (000301)	FOFL food (001014)
Third grade materials (000468)	General instruct. supplies (000465)	FOFL supplies (001012)
Fourth grade materials (000469)	Office supplies (000093)	Maint. / janit. supplies (000163)
Fifth grade materials (000470)	Postage (000111)	Repairs – labor (000171)
Sixth grade materials (001753)	Life Lab supplies (000217)	Pre. materials – normal (000898)
Home study materials (001142)	Rec supplies (000317)	Pre. materials – QRIS (000923)
GRANT books/textbooks (001136)	Special ed. Materials (001483)	After care supplies (000337)
GRANT instruct. supplies (001132)	Staff safety dollars (001131)	Library books (000389)
GRANT equipment (001133)	GATE supplies (001902)	Library supplies (000393)

Approved By: _____ (Principal, District Office Manager, or Secretary Signature)