

Employee Reimbursement Check Request

Date: _____

Name: _____

Total amount requested: \$_____

Grade/Class/Grant to be charged: _____

(Indicate which of your budgets you want this charged to. For example, classroom supplies – Grade x, field trips, French, History 3-8, School support fund, Watson, etc.)

Reference: _____ (for Business Office to fill in)

<u>Vendor</u>	<u>Description of purchase</u>	<u>Amount</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please staple receipt(s) to the **back** of this form in the order that you listed them above.

For business office use only:

Approved by: _____

Account: _____

Date Posted: _____