



## Pre-Approval & Reimbursement Request Form

<b>Office Use Only</b>
Approval: _____
Date: _____

### Pre-Approval:

<i>Items to be purchased</i>	<i>From</i>	<i>Cost</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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### Reimbursement Request:

*PLEASE PRINT*

**Total Amount Requested:** \_\_\_\_\_

**Date Submitted to Coordinator:** \_\_\_\_\_

**Name of Person to Be Reimbursed:** \_\_\_\_\_

**Location of Class / Program:** \_\_\_\_\_

### Program(s): Check all that apply

- |                                                  |                                                      |                                                     |
|--------------------------------------------------|------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Early Head Start (5213) | <input type="checkbox"/> Head Start (5210)           | <input type="checkbox"/> School Age (6105/0002)     |
| <input type="checkbox"/> Donation (0812)         | <input type="checkbox"/> State Preschool (6105/0005) | <input type="checkbox"/> Infant/Toddler (6105/0002) |
| <input type="checkbox"/> First 5 (9550)          | <input type="checkbox"/> Fee-Based Centers (9067)    | <input type="checkbox"/> Other _____                |

### DIRECTIONS

- Complete pre-approval section.
- Submit to your coordinator/supervisor for pre-approval.
- Purchase items.
- Complete top portion of **Reimbursement Request Form**.
- Attach original receipts to blank 8 ½ x 11 paper, using tape.
  - Receipts should be taped so total shows. Do not** highlight any part of the receipts.
  - Do not** have other non-reimbursable charges on receipt.
  - If reimbursement is for meeting refreshments, a copy of the meeting's agenda and sign in sheet must be attached.**
- Specify the purpose of the purchase next to each receipt.
  - Example: cooking project, art supplies, etc.
  - If the receipt does not state what item was purchased, please list specific items purchased next to the receipt.
- Submit to your coordinator/supervisor for approval.

## GUIDELINES

1. Incomplete or unapproved requests will be returned to the sender.
2. Food purchases will be checked against the teacher's lesson plan.
3. Amount to be reimbursed cannot exceed funds budgeted to your class/program, (\$100 per item, or \$250 total), whichever is less.
4. Receipts should be submitted for reimbursement **within one month of purchase**.
5. **Receipts submitted after the final submission date of the fiscal year may not be reimbursable.**
6. If your internet purchases do not include sales tax, the appropriate amount will be deducted from your reimbursement as the district must pay sales tax on all appropriate purchases.
7. Gift cards are non-reimbursable.