

# PERSONAL REIMBURSEMENT FORM

- Per district policy: School district employees are expected to make purchases with a district-approved purchase order, using an approved vendor.
- If there is a unique situation where you cannot find a vendor who accepts our purchase order, providing the item you want or an adequate substitute item, you must make a request **in writing** to your administrator, **prior to the purchase**, for approval to buy the item and then be reimbursed.

## 1. COMPLETE THE FOLLOWING:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

REIMBURSEMENT AMOUNT: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADMINISTRATOR/SUPERVISOR SIGNATURE: \_\_\_\_\_

## 2. PLEASE ATTACH THE FOLLOWING ITEMS:

- A copy of the **written prior approval** to make this purchase and to obtain a personal reimbursement.
- An **itemized** receipt of good/services purchased.

## 3. SUBMIT TO BUSINESS OFFICE. If you have any questions regarding this process please call us at 541-883-4703.

BUSINESS MANAGER SIGNATURE/APPROVAL: \_\_\_\_\_