



Reimbursement Form

***Instruction/Lessons must be pre-approved**

Reimbursement # (Office Use Only)	Family #
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Items must relate to each student's ILP. **One receipt per line.**

January 31st: Reimbursement deadline for July - December expenses & internet.

April 30th: Reimbursement deadline for January - April expenses & internet.

Family Name: _____ Phone: _____ Date: _____ Teacher: _____

Office Use Only:

Receipt #s	Receipt Date	Student Name	Vendor Name	Description of Purchase/Service	Course	Dates/Times (required for lessons/tutoring)	Total Amount		Funding Code
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Please note: Individual receipts not fully taped to 8.5" X 11" paper may cause some delay in processing.

Total: _____

Funding Codes:

LOCATION 5-DIGIT FAMILY #

A: Instruction 100. _____ .145. _____ 1 .411= \$ _____

B: Supplies 100. _____ .145. _____ 1 .451= \$ _____

C: Extra Curricular 100. _____ .141. _____ 1 .451= \$ _____

D: Internet 100. _____ .145. _____ 000000 .430= \$ _____

E: Pre-K Supplies 100. _____ .146. _____ 0 .451= \$ _____

Parent Signature

Teacher Approval

Business Office Approval