



PLEASE CHECK ONE BOX:

TAX DEDUCTION REQUEST

REIMBURSEMENT REQUEST

NAME: _____

HOME ADDRESS: _____

PHONE NUMBER: _____

DATE	PURPOSE	PAID TO	CLASSROOM/ TEACHER OR OTHER ACCOUNT	AMOUNT

GRAND TOTAL:

INSTRUCTIONS:

CHECK BOX: MAKE SURE YOU CHECK EITHER TAX DEDUCTION OR REIMBURSEMENT.

DATE: SHOULD BE THE DATE OF PURCHASE.

PURPOSE: IDENTIFY WHAT THE PURCHASE WAS FOR. A FIELD TRIP, SPECIAL PROJECT.....

ACCOUNT: SPECIFY WHO'S ACCOUNT IT IS COMING OUT OF. ART PROGRAM , CLASSROOM.....

AMOUNT: A RECEIPT FOR EACH INDIVIDUAL ACTUAL EXPENSE HAS TO BE ATTACHED.

APPROVAL: OBTAIN APPROVAL FROM THE TEACHER OR COORDINATOR OF THE ACCOUNT.

REQUESTOR SIGNATURE DATE

APPROVAL SIGNATURE DATE

PRINTED APPROVAL NAME