



TEACHER / STAFF REQUEST FOR REIMBURSEMENT

Check Payable to:

Date:

PROCEDURES:

- Staple ORIGINAL receipts to the back of this form.
- Circle (Do Not Highlight) items on each receipt that are to be reimbursed.
- Bring in all non-consumable items and have the barcoded with FPCS barcodes.
- All reimbursements for students are to be done in the student packet/budget and printed out.
- Online Orders Need:
 1. Order Confirmation
 2. Packing Slip / Proof of Receipt
 3. Copy of CC / Bank Statement

CONSUMABLE	VENDOR NAME	DESCRIPTION	\$ AMOUNT	ACCOUNT
TOTAL \$				

Printed Name

Signature

FPSC Signature