



Davis School District

LEARNING FIRST!

## HUMAN RESOURCES DEPARTMENT

### *Fingerprinting & Background*

45 E State Street \* 801-402-5550

## **BACKGROUND CHECK REIMBURSEMENT AUTHORIZATION**

*Each person whose background is being paid for must bring a completed form with them at time of fingerprinting.*

I authorize the payment of the **\$60 background and fingerprinting fee** to be paid for the following individual from the following account:

Name: \_\_\_\_\_

Their  
Position: \_\_\_\_\_ Location/School: \_\_\_\_\_

Account #: \_\_\_\_\_

Printed Name of Principal or Department Director: \_\_\_\_\_

Signature of Principal or Department Director: \_\_\_\_\_

Phone  
Number: \_\_\_\_\_ Email: \_\_\_\_\_

If you'd like to be notified when this request has been submitted for reimbursement, please check here.

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### FOR OFFICE USE ONLY

Date Submitted to Accounting for Reimbursement: \_\_\_\_\_

Total Amount Submitted for Reimbursement: \_\_\_\_\_ to HR Acct # 2803

Authorized By: \_\_\_\_\_