

BUUSD District Reimbursement Request Form

Staff Name (Print): _____ **School/Building:** _____

Date of Purchase	Vendor	Item Description	Inv / Order #	Method of Payment Credit Card, CASH, or Check #	Total Cost - Do not include Sales Tax, but Rooms & Meals Tax is reimbursable.

Staff Signature: _____ **Date:** _____

Total Reimb: _____

Admin Approval: _____ **Date:** _____

Acct Line: _____ **Or** _____

Grant: _____ **Task:** _____ **Acct Line:** _____

Please attach backup documentation to substantiate all payments being reimbursed, including proof of payment (copies of canceled checks, credit card slips, sales receipts, etc.) For Internet or purchases by phone, please attain an email receipt. It is recommended that staff keep a personal copy of any items being submitted. Try to avoid mixing personal & business purchases on the same receipt. Sales Tax cannot be reimbursed, however Rooms & Meals Tax does qualify for reimbursement. All receipts, including food and/or restaurant receipts, need to be itemized - showing a complete listing of all items purchased. If you have any questions regarding reimbursement, please ask the Business Office before making a purchase or traveling. Thanks!