

BUUSD District Reimbursement Request Form

Staff Name (Print): _____

School/Building: _____

Mailing Address: _____

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

Staff Signature: _____ **Date:** _____

Total Reimbursement:	\$
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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!