



STAFF EXPENSE REIMBURSEMENT REQUEST

NAME: Joe Smith

DATE: 4/6/2022

SCHOOL/DEPT/
MAILING ADDRESS

Sakamoto

When claiming a reimbursement for small out of pocket purchases, please complete this form, tape the original receipts to an 8 1/2" x 11" paper and give it to your supervisor for approval before submitting it to the Business Department. Please # your receipts and list them separately below. Use a second form if more than 8 receipts.

Receipt #	DATE OF PURCHASE	DESCRIPTION OF PURCHASE	BUDGET CODE							TOTAL AMOUNT		
			FUND	RESOURCE	YR	OBJECT	SUB OBJ	GOAL	FUNCTION		COST CENTER	SITE
1	3/31/2022	School Supplies	000	0000	0	4310	00	1110	1000	018100	015	\$ 19.05
2	4/1/2022	Books	000	0000	0	4310	00	1110	1000	018100	015	\$ 16.61
3	4/6/2022	Classroom Supplies	000	0000	0	4310	00	1110	1000	018100	015	\$ 199.27
4												
5												
6												
7												
8												
GRAND TOTAL \$											234.93	

USE A SECOND FORM IF MORE THAN 8 RECEIPTS

Employee Signature Joe Smith Date April 7/22

Principal/Supervisor _____ (Print Name) _____ (Signature) _____ Date _____

INSTRUCTIONS:

A warrant will be issued to you and sent to your school or department.

Submit original purchase receipts only.

If a personal check is written for an item and a receipt doesn't show a payment was applied, attach a copy of the bank statement showing a check for the exact amount debited.

Walmart

Save money. Live better.

Walmart
MANAGER RANDIE JONES
(325) 236 - 9562

ST# 3381 DPH	00001788	TR# 01	TR# 03425
CRAYONS	007166200024		0.25 N
BIC PEN	007033068271		1.00 N
BIC PENCIL	007033042130		1.00 N
BIC PENCIL	007033042130		1.00 N
INDICENTASTIC	007164127174		1.50 N
DIXON PENCIL	007206712024		0.94 N
WH 62 EXTRA	007283831014		2.50 N
POWER	002622978150		0.75 N
PAPER	002622978150		0.75 N
NOTEBOOK	002622914421		1.38 N
NOTEBOOK	002622911421		1.38 N
DIVIDER	007278211111		0.97 X
DIVIDER	007278211111		0.97 X
BINDER	007771111655		2.00 N
1 BINDER	007771117094		2.50 N
	SUBTOTAL		18.89
\$19.05	TAX 1	0.250 X	0.16
	TOTAL		19.05

Receipt #1

BARNES & NOBLE

Alice in Wonderland	7.99
Wizard of Oz	7.99
<hr/>	
TOTAL	\$16.61

Receipt #3

Walmart

Save money. Live better.

(913) 829 - 4404
MANAGER JANIE FLEER
13600 S ALDEN ST
OLATHE KS 66062

ST# 00577 DPH	000061	TR# 19	TR# 06998
2PK ERASERS	072432606001		
50 AT 1 FOR		0.48	24.00 X
SHARPENER	085649000128		
25 AT 1 FOR		0.47	11.75 X
MARKERS	088492010002		
20 AT 1 FOR		0.50	10.00 X
6CT FADE GLU	088492011915		
3 AT 1 FOR		1.77	5.31 X
CORRECTION	007033050604		
20 AT 1 FOR		0.97	19.40 X
12 RULER	002033503516		
12 AT 1 FOR		0.25	3.00 X
	SUBTOTAL		73.46
402 BLUE	088492011902		
11 AT 1 FOR		0.44	4.84 X
3 PR6 FOLDER	489701409022		
75 AT 1 FOR		0.15	11.25 X
SCISSOR	002033505215		
4 AT 1 FOR		0.97	3.88 X
EXPD BLK SCT	007164110795		
3 AT 1 FOR		3.47	10.41 X
FILLER PAPER	002622978150		
10 AT 1 FOR		0.82	8.20 X
STATIONERY	007033035507		
20CT YELLOW	890132401881		
8 AT 1 FOR		0.97	7.76 X
BLACK BINDER	007891096158		
5 AT 1 FOR		0.75	3.75 T
15CT BP BLU	074721909463		
10 AT 1 FOR		0.97	9.70 X
CRZ 24CRAYON	088492010201		
50 AT 1 FOR		0.25	12.50 X
	SUBTOTAL		146.92
DOUGH	088492036023		
12 AT 1 FOR		2.96	35.52 X
	SUBTOTAL		182.44
TAX 1	9.225 X		16.83
	TOTAL		199.27
	CASH TEND		49.00
	DEBIT TEND		150.27
	CHANGE DUE		0.00

Receipt #2