BARTLETT CITY SCHOOLS

Guidelines and Procedures for Pre-K Reimbursements

Effective August 2014

1. Save original receipts. Items for reimbursement should be the only items on the receipt.

2. Write your last name on the back of all receipts.

3. Make a copy of all receipts that will be turned in.

4. Fill out the attached new Pre-K Reimbursement Form.

5. Return the following items to PreK Supervisor / BCS Central Office:
a) All original receipts (paper clipped together)
b) One copy for each original receipt. (paper clipped together)
c) Completed Pre-K Reimbursement Form

6. Incomplete Reimbursement forms will be returned.

Thank you in advance for your cooperation!