# SCHUYLKILL INTERMEDIATE UNIT 29

## Pre-Approval and Request for Reimbursement Form

***Instructions:***

1. ***Form to be used for: equipment, supplies, conference registration fees, and license fees that cannot be ordered through the approved requisition process.***
2. ***Pre-approval is required. Completed form and receipts are required for reimbursement.***

Date: _____

Name: _____ IU: ☐

Address: _____ STC: ☐

_____

_____ Budget Code:_____

| Description/item | Cost |
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| Total | |

| **Pre-approval:** | |
|---|---|
| Employee Signature | Date |
| Program Director | Date |
| Executive Director | Date |

| **Final Approval:** | |
|---|---|
| Employee Signature | Date |
| Program Director | Date |
| Executive Director | Date |

updated 6/5/2024