ROCHESTER COMMUNITY SCHOOLS

Current Date: _____

REIMBURSEMENT REQUEST

DEN	

Payable To

TO EXPEDITE PROCESSING:
Submit to PAYROLL

Please be aware that reimbursement requests will only be processed for the amount actually paid by credit card, cash or check. If you are using gift cards or certificates, you will not be reimbursed for that amount.

Employee Signature

Budget Controller/Principal/Supervisor Signature

GENERAL EXPENDITURE INFORMATION

Invoice #	Account Number (Fund - Func - Obj - Prog - Source - Fac - Distr) __ -____-____-___-____-___-____	Expenditure Description	Line $ Total
		Total Dollar Amount Requested	

Revised: 03/2025