

JEFFERSON UNION HIGH SCHOOL DISTRICT  
123 Edgemont Drive, Building A  
Daly City, CA 94015

**REIMBURSEMENT/SINGLE PAYMENT**

DATE: \_\_\_\_\_

TO: ACCOUNTS PAYABLE

FROM: \_\_\_\_\_

PAY TO: \_\_\_\_\_

SEND PAYMENT TO:  District Site  Home Address

\_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

PURPOSE:

CHARGE ACCOUNT #:

SCHOOL ADMINISTRATOR'S APPROVAL: \_\_\_\_\_

BUSINESS OFFICE APPROVAL: \_\_\_\_\_