PURCHASING & REIMBURSEMENT REQUESTS

Updated January 1, 2017

Please fill in hi-lighed areas, do not change white areas!

Form good through 12/31/2017

DATE:	
VENDOR/ EMP:	
ATTN To:	
ADDRESS:	
CITY, ST, ZIP:	
FAX OR EMAIL:	

Requested by:		To Be:	Sent Out
Employee ID #:		By Date:	

Building Ship to:	Student Services 1506 1st Street		
Funding Code-1		Funding Source	Non-Federal
Funding Code-2		Request Type	Check Request
Funding Code-3			

Fd CD	QTY	UNIT	NUMBER	DESCRIPTION	UNIT PRICE	TOTAL
1						$0.00
1						$0.00
1						$0.00
1						$0.00
1						$0.00
1						$0.00
1						$0.00

*Note: If attached order is used in description the order must be attached to form.

Add shipping and handling

TOTAL amount of order $0.00

REIMBURSEMENT REQUESTS ONLY

REASON FOR REQUEST:				
DATE	00/00/0000	00/00/0000	00/00/0000	
MILES*	0.0	0.0	0.0	$0.00
LODGING	$0.00	$0.00	$0.00	$0.00
BRKFAST- $10.00 LIMIT	$0.00	$0.00	$0.00	$0.00
NOON: $15.00 LIMIT	$0.00	$0.00	$0.00	$0.00
EVENING: $20.00 LIMIT	$0.00	$0.00	$0.00	$0.00
OTHER EXP: PARKING	$0.00	$0.00	$0.00	$0.00
Mileage Reimbursement Rate: $0.535*		TOTAL REIMBURSEMENT		$0.00

**Note: All reimbursement requests must be turned in within 30 days after expense was incurred.

Administrator Approval: Date:

Director of Business Service Approval: Date:

**Note: If funding source is Federal please complete the next page.

Only fill out if using Federal Funds

PROCUREMENT REQUEST: Page 2

Part I To be completed by the individual requesting federal funds.

Federal Name

How many students will be impacted by this purchase?

Why is/are the item(s) needed?

If this is a Federal Special Education request is the need documented in a student(s)

If yes, please include the student(s) initials:

Part II to be completed by the Federal Program Administrator.

Eligible and Necessary Determination Questions.

1. **Is the item an allowable expenditure for the finance code being considered?**
   Yes
2. **Would this item be purchased if there were no Federal Program Services?**
   No
3. **Would this cost be generated by Non-Federal Program students?**
   No
4. **Do Non-Federal Program students receive the same services and use the same type of equipment?**
   Yes

Comments:
For students who consume school breakfast or lunch the district receives federal lunch reimbursement?

Federal Program Administrator Signature: Date: