

Webster Public Schools
Office of Business and Finance

Lisa Kontoes
Finance & Operations Director
Email: lkonto@webster-schools.org
Christina Radlo
Business Office Manager
Email: cradlo@webster-schools.org

77 Poland Street
PO Box 430
Webster, MA 01570
PH 508-943-0104
FX 508-949-2364
Mass Relay 800-439-0183

Reimbursement for Purchases

Date of Purchase: _____

Name: _____

School: _____

Department: _____

Amount: _____

***Do not include sales tax.

Please attach original sales receipts to form.

Administrator's signature