



Sheffield - Sheffield Lake City Schools

ISSUE A CHECK REIMBURSEMENT FORM

Sheffield-Sheffield Lake Schools
1824 Harris Road
Sheffield, OH 44054

☐ BHS

☐ BMS

☐ BIS

☐ Knollwood

☐ Forestlawn ELC

Date check needed:

☐ Pick up at Board Office

☐ Mail to:

Pay to the Order of: _____ In the amount of \$_____

Student's name and ID# _____

Reason for reimbursement: _____

Requested by

Principal / Supervisor

Account Name	Account Number	Amount

For Office Use (BOE)

Date check was issued _____

Check # _____