

## **REQUEST FOR REIMBURSEMENT:** *(gold sheet)*

Reimbursement forms can be obtained on the outside wall of the account clerk's office.

A reimbursement check may **NOT** be issued if a purchase order was not approved by the principal prior to the purchase.

Attach all original receipts and the yellow copy of the purchase order to the request form to get reimbursed.

Tax cannot be reimbursed for school purchases as per JPPSS guidelines.

You will be sent an email when your reimbursement check is ready for pickup.