

GRACE KING REQUEST FOR REIMBURSEMENT

Reimbursement forms can be obtained on the outside wall of the accounts clerk's office. They are goldenrod in color.

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

Attach all original receipts and the copy of the purchase order to the form when submitting the reimbursement request.

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

You will be sent an email from the accounts clerk when your reimbursement check is ready for pickup.