

Oak Park USD Request for Reimbursement

DO NOT USE FOR TRAVEL/CONFERENCE RELATED REQUESTS

Pay to Employee	Requested By	Date of Request		
Pay to Other		Site/Department		
Purpose of Purchase	Item Description	Account #	Program	Total
<i>Sample: Teachers MTG 5/14/16</i>	<i>Refreshments</i>	<i>12345</i>	<i>Common Core</i>	<i>\$10.00</i>
Total				

Send Check To: _____

Approval Signature: X _____

Print Name of Approver: _____ Date Approved: _____

All travel and conference related requests must be submitted on the Travel Reimbursement Form.

Notes to Accounting: _____