

Reimbursement Form 2020-2021 Student: _____

Guide Name: _____ Date Submitted by Guide: _____

Please check with guide before ordering and also refer to handbook for all policies.



Parents/Guardian: _____

	Purchase	Recorded in PLP, approved by Guide, NC Approval Filled out	Is this a consumable item? YES or NO	If barcoded, then last 4 digits of barcode	Office Notes	COST
1						
2						
3						
4						
5						
6						
7						
Total Cost:						

Parent/Coach Signature: _____ Guide Signature: _____

NC (non curriculum) Items Needing Director Pre-Approval**

Line # Above	Is all curriculum purchased? If not what is needed?	Subject Area	How is this aligned with student's PLP?	Director's Initials for approval

Ineligible (explain): _____ Director Signature: _____

Date Processed: _____ Initial: _____ appr 8/19