



Certificate for Reimbursement

1	Person to be reimbursed: _____ School/Site: _____ Budget code to be charged: _____
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2	Summary of Expenditures		
	Vendor Name	Description of Purchase	Amount
	_____	_____	\$ _____
	_____	_____	\$ _____
	_____	_____	\$ _____
	Total amount to be reimbursed	\$ _____	

3	Certification	
	This is to certify that these purchases were made for legal school district purposes only, and the person stated above is submitting the attached cash register tapes or receipts for reimbursement.	
	_____ (Signature of person to be reimbursed)	_____ (Date)

4	Authorization		
	_____ (Authorizing district signature)	_____ (Title)	_____ (Date)