

## Reimbursement Request Form

(Please attach receipts or copies of receipts)

All reimbursements must be submitted within 30 days of the end of your teaching responsibility or they may not be honored

Date: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

Items to Purchase/Items purchased	Date	Amount	Category (class where materials used)
Total:			

The above items will be/were purchased to support the Covenant Learning Co-op. Any non-consumable products are the property of the Co-op. For non-consumable materials please submit with ISBN numbers if possible or serial numbers.

Signature: \_\_\_\_\_

Authorization: \_\_\_\_\_ Check # \_\_\_\_\_

Categories (add the subject or class where appropriate):

- Subject:Copies (i.e. Chemistry3&4/copies)
- Subject:Lab Materials (i.e. Biology:Slides)
- Subject:Textbooks (i.e. Geography3&4:texts)
- Subject:Craft Supplies (i.e. 3-PreK-school:crafts)

Non-Consumable Items (if there are many, please attach listing):

Item Description	ISBN/Serial No.