



SAN LEANDRO UNIFIED SCHOOL DISTRICT
MATERIALS AND/OR SUPPLIES REIMBURSEMENT FORM

Forward ORIGINAL claim and **ORIGINAL ITEMIZED RECEIPT** showing **PAYMENT INFORMATION** (cash, credit, debit, check, etc.) to the Division of Business Services, Purchasing Department. Small/store receipts should be taped onto a sheet of paper. Form must be forwarded within 30 days after the event. Please retain a copy for your file.

Employee ID # _____

Print Name _____ School or Department _____

Address _____

Purpose: _____

Vendor Name: Materials / Supplies Purchased	Paid Amount w/tax (if any)

Amount: _____

Signature: _____ Date: _____

Budget Number: _____

Approved Principal/Dept. Head: _____ Date: _____

Business Services Approval: _____ Date: _____

- Receipts are originals
- Receipts show payment info
- Receipts are itemized
- Small receipts taped onto sheet