

REEF

Reedsport Education Enrichment Foundation

Staff Stipend Reimbursement Request

- \checkmark Submit this form once you have reached \$200 in expenses.
- ✓ Must be submitted by <u>April 15</u> in order to receive reimbursement.
- √ Fill out the form completely.
- \checkmark Receipts must be attached to the form.
- ✓ <u>Send the completed form with receipts through interoffice mail to the District Office, Attn:</u> <u>REEF.</u>

✓ REEF will reimbu	urse up to a maximum of <u>\$200</u> for classroom expe	nses <u>per school year</u> .
School Year		
School Building		
Date requested		
Requested by		
Phone		
Email Address check sho be mailed to	ould	
Brief description of	f purchase(s) (attach receipts)	Amount
	Total	
	Treasurer use only	
Check number	Amount	Date
Budget category	Teacher Reimbursement	