(Yellow Form)

|  |  |  |  |
| --- | --- | --- | --- |
| **ATTACH receipts** | MISC. REIMBURSEMENT REQUEST FORM**North East School District****North East, PA** | **Date:** |       |
| **CHECK PAYABLE TO:** |       | **REQUESTED BY:** |       |
| **ADDRESS:** | **(Employee)** |  **ZIP:**  |       |
|       |       |  |
|  **Address** |  State |
| **DESCRIPTION OF ITEMS PURCHASED:** |       |
|       | **DATE OF PURCHASE:** |       |
| **REASON FOR PURCHASE:**  |       |
|  |
| **Mileage**  |       | @ | .67¢ |  | Amount |  | **APPROVAL:**  |  |
| $ |        |
| **Items Purchased……………………………** | $ |       | **APPROVAL:** |  |
| **TOTAL…………………………………......** | $ |       | **PO #/Account #:** |  |
|  |  |  |  |  |  |
| Revised January 2024 |  |  |  |  |  |

(Yellow Form)

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| --- | --- | --- | --- |
| **ATTACH receipts** | MISC. REIMBURSEMENT REQUEST FORM**North East School District****North East, PA** | **Date:** |       |
| **CHECK PAYABLE TO:** |       | **REQUESTED BY:** |       |
| **ADDRESS:** | **(Employee)** |  **ZIP:**  |       |
|       |       |  |
|  **Address** |  State |
| **DESCRIPTION OF ITEMS PURCHASED:** |       |
|       | **DATE OF PURCHASE:** |       |
| **REASON FOR PURCHASE:**  |       |
|  |
| **Mileage**  |       | @ | .67¢ |  | Amount |  | **APPROVAL:**  |  |
| $ |       |
| **Items Purchased……………………………** | $ |       | **APPROVAL:** |  |
| **TOTAL……………………………………..** | $ |       | **PO #/Account #::** |  |
| Revised January 2024 |  |  |  |  |  |
|  |  |