

Reimbursement Form

- Procedure:** 1.) Receive permission from R.E.A.C.H. to purchase materials
 2.) Purchase and receive materials
 3.) Turn in this form along with receipt(s).

Reimbursement forms are due in our office by April 30.

For Office Use:

Please fill out:

P.O. # _____	Family Name _____
Vendor # _____	Address _____
Account # _____	Phone _____
Date Entered _____	FAX _____

(NOTE: Each request must have a copy of all original receipts attached. Allow 4 weeks for processing. All materials must directly relate to E.L.P.)

Name of Company	On E.L.P. for which Child	Description of materials	Total Price	Invoice Attached
		Total to be reimbursed:		

I verify that I purchased and received the above materials. These materials are a part of my child's curriculum and directly relate to the E.L.P. which I created for my child(ren).

Reimbursement Form

- Procedure:** 1.) Receive permission from R.E.A.C.H. to purchase materials
2.) Purchase and receive materials
3.) Turn in this form along with receipt(s).

Reimbursement forms are due in our office by April 30.

Parent Signature _____

Date _____

R.E.A.C.H. Staff _____

Initial: _____ **Date:** _____