

PO # _____

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

Material and Supplies Reimbursement Request Form

INSTRUCTIONS FOR COMPLETING THIS FORM:

1. Claims must be submitted within 30 days of purchase.
2. Request Form must be completed in full to receive reimbursement.
3. Please attach original receipts and supporting documents to this request form.
4. Submit all paperwork to the site secretary or bookkeeper.

NAME OF PERSON TO BE REIMBURSED: _____

PRINT NAME CLEARLY

LOCATION WHERE CHECK SHOULD BE SENT: _____

METHOD OF PAYMENT: _____

(If the last 4 digits of the card number are not on the receipt, please attach your credit card statement to this form. Be sure to black out all except the last 4 digits of the card number.)

DATE OF REQUEST: _____

TOTAL \$ REQUESTED: _____

DESCRIPTION OF PURCHASE(S): _____

Signature of Person Requesting Reimbursement

Date

Approval of Site Administrator

Date

MATERIAL & SUPPLY REIMBURSEMENT Reminder: An OPEN PO should be created in advance of monies being spent. Reimbursements for materials and supplies should be minimal and used for emergencies only. In the case of one of these emergencies, please be aware of the following:

- NOTE: You may not be reimbursed if the vendor used takes purchase orders, unless approved by Director of Purchasing.
- District does not reimburse for Software/Licensing and cannot be placed on a Cal Card

We are here to help you expedite yours orders so having the following information sent in for processing will ensure that your staff gets paid in a timely manner.

On Requisition: Item Name - Reimbursement, Item Description - (Material or Supply) for (what the item was purchased for).

Back Up:

- **Original Receipts Only** - Sent to Purchasing **Receipt/Invoice must show the card holders name; the last 4-digits of the card used & show that the card was charged.
- Completed original Employee Reimbursement Form OR Receipt Unavailable Form, with all required signatures.
- Approved requisition in Galaxy.
- *See forms for more detail