



## Reimbursement Check Request

You **paid** for something already.

- Fill out Reimbursement Check Request from (inside yellow folder).
- Attached Receipts—Tape them in 8x11 papers
- Teacher Wish Night Classroom Suppliers-Need Signature from Dr. Narro.
- Put your request in BIG RED Envelope.



(Turn in your requests by Friday 08:15, checks will ready the following Monday)