

REEF

Reedsport Education Enrichment Foundation Staff Stipend Reimbursement Request

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

School Year	
School Building	
Date requested	
Requested by	
Phone	
Email	
Address check should be mailed to	

Brief description of purchase(s) (attach receipts)	Amount
Total	

Treasurer use only

Check number		Amount	Date	
Budget category	Teacher Reimburseme	ent		