

GRIDLEY UNIFIED SCHOOL DISTRICT Supplies/Miscellaneous Reimbursement

Please be sure you are using the correct form. This form is to be used for reimbursement of supplies and miscellaneous expenses incurred on behalf of the district. For travel and mileage reimbursement please use the other designated forms.

Please print clearly.

Employee Name: _____
 Home Address: _____
 City/State/Zip: _____
 School / Site: _____
 Budget Code: _____

NOTE: Receipts must be attached in order to file for reimbursement.

Vendor	Item	Amount
		\$
Total		\$ _____

I hereby certify that all expenses were incurred for school district business.

Signature of Employee _____ Date _____ Signature of Administrator _____ Date _____