



North Salem High School

Check Reimbursement Form: (check one)

- 1. Check Reimbursement- Check Form
- 2. Check Reimbursement- *Direct Deposit

**If you receive your paychecks through direct deposit, then your reimbursements will be sent automatically into the same bank account unless specified above that you prefer a check.*

Name: _____ Date: _____

Account (funding source) to be Charged & Reason for Purchase:
(If more than one account, show amount charged to each):

Vendor & Description of Item(s) Purchased:

Reimbursement Amount: \$ _____

- a) **All purchases must be pre-approved.**
- b) **Original, itemized and dated receipts** are required. Please don't cut dates off!
- c) Buy personal items on another transaction.
- d) Black out personal credit card numbers.
- e) Please don't use highlighters on receipts, circle items instead.
- f) Tape receipts separately in the space below. Do not tape over printing. Use back of form if needed and/or additional paper.
- g) **Paperclip all items to the Yellow Pre-Approval Form and submit to bookkeeper's inbox**
- h) You will receive email notification once your reimbursement is processed. Expect to see your reimbursement within 3-5 business days after your notification.

TAPE RECEIPTS HERE