

# RECEIPT SUBMISSION FORM

School/Co Name: \_\_\_\_\_ Date: \_\_\_\_\_

Check one:  Certificated  Classified  IEM, Div/Position \_\_\_\_\_

Expenses for one school, one category, and one purpose only per form

Name: \_\_\_\_\_ ES/Dept Code: \_\_\_\_\_

**Instructions:** This form is for use for copies, postage, supplies and approved RAF expenses for classified and certificated employees. Tape receipts to this form using additional pages for additional receipts in the same category. Check the category and page purpose (One per page), total the receipts on this page and attach to the Expense Reimbursement cover page. RAF must also be attached if required.

**\*PAGE CATEGORY MUST Check one:**  Phone  Copies  Postage

Professional Development  Administrative  Site/Pgrm Expense  Materials & Supplies

**\*PAGE PURPOSE: For copies, postage and supplies MUST check one:**

Documents for office  Documents for students **Page Total: \$** \_\_\_\_\_

(Tape receipts to this page attach additional pages as needed)