

## Washington West Supervisory Union Reimbursement Request Form

Please submit this form with ALL original receipts within 6 weeks of incurring the expenses. NOTE: NO EXPENSES SUBMITTED 6 WEEKS OR MORE AFTER THE EXPENDITURE INCURRED WILL BE REIMBURSED.

General Expenses: books, supplies, conference fees, etc.  
 For mileage reimbursement, use WWSU Reimbursement Form  
 NOTE: Sales Tax NOT reimbursed

Name of Individual \_\_\_\_\_ School \_\_\_\_\_

Date Submitted \_\_\_\_\_

Were these items charged on school credit card? (circle one) YES NO

Date	Purpose/Description (include a complete description of each item)	Amount

\_\_\_\_\_  
Employee Submitting for Reimbursement

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Expense Code

\_\_\_\_\_  
Purchase Order  
Number