

Liberty Classical Academy

Parent/Volunteer

Reimbursement Request Form

Use this form to request reimbursement for purchases made on behalf of Liberty Classical Academy.

Guidelines:

- Purchase must have prior approval. (If you have it, please attach here.) Director will confirm that prior approval was received, below.
- We do not reimburse for sales taxes paid. Please bring tax-exempt form (in office) when purchasing.
- Receipt for the purchase must be attached to this request.
- Form must be submitted within 60 days of the date on the receipt.

Directions:

- Fill out form in its entirety. If purchase is related to an event, please list the event.
- Staple receipt(s) behind this form. If multiple receipts, circle the relevant amounts on the receipt(s), and show your math on this form.
- Submit the form to the office; it will be sent to the relevant department's Director.
- Once approved, Bookkeeping will write a check and send it to you.

Name: _____

Address: _____

Reimbursement Request

Date of Request: _____

Grade/Department: _____ Description: _____ Amount: _____

Grade/Department: _____ Description: _____ Amount: _____

Grade/Department: _____ Description: _____ Amount: _____

Grade/Department: _____ Description: _____ Amount: _____

Total Amount (no taxes): _____

Director Use Only

I authorize this reimbursement: Yes No

I provided prior approval for this purchase: Yes No

If you are authorizing this reimbursement payment without prior approval, explain here:

Director Signature: _____ **Date:** _____

Headmaster Approval: _____