

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.
- We do not reimburse for sales taxes paid. Please bring tax-exempt form (from Treasurer) when purchasing.
- Receipt for the purchase must be attached to this request.

By filling out this form, I acknowledge that I understand the correct purchasing procedures after this request is approved:

If I spend money on behalf of Liberty Classical Academy, I will:

- Stay within the approval requested above.
- Supply proof of tax-exempt status when purchasing.
- Submit a Parent/Volunteer Reimbursement Request form to the office within 30 days of purchase.

If I want Liberty Classical Academy to pay a vendor directly, I will:

- Stay within the approval requested above.
- Supply proof of tax-exempt status to vendor.
- Submit a Check Request form (receipt attached) to the office immediately upon purchasing.

Requestor's Name: _____

Parent Connect Treasurer 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:

Description Reimbursement Request **Date of Request** _____

Account: _____ Description: _____ Amount w/o tax: _____

Account: _____ Description: _____ Amount w/o tax: _____

Total Amount (no taxes): _____

Liberty Liaison Signature: _____ **Date:** _____

Parent Connect Treasurer Signature: _____