

**FORM FOR REIMBURSEMENT OF
TEXTBOOKS FOR COLLEGE CLASSES**

TO: Superintendent's Office

FROM: _____
(name of person to be reimbursed)

AMOUNT TO BE REIMBURSED: \$ _____

REASON: Textbook for college class
College or university _____
Name and number of course _____
Semester of course (ex., Spring 2015) _____

Please attach the **ORIGINAL** receipt for your textbooks. If ordered online, a copy of the order confirmation and the packing slip should be submitted.

Signature of Staff Member _____ Date: _____

Signature of Superintendent _____ Date: _____