

# DISTRICT REIMBURSEMENT FORM

Date: \_\_\_\_\_ Contact Name: \_\_\_\_\_

<b>Reimbursement Amount \$ _____</b>	
<b>Original Purchaser</b>	
<b>Reason for Reimbursement</b>	<input type="checkbox"/> Sales Tax <input type="checkbox"/> Personal Purchase <input type="checkbox"/> Stop Loss Reimbursement <input type="checkbox"/> Credit Balance <input type="checkbox"/> Other:
<b>Original Charge Type</b>	<input type="checkbox"/> pCard <input type="checkbox"/> PO# _____ <input type="checkbox"/> Other:
<b>Date of Original Transaction</b>	
<b>Amount of Original Transaction</b>	
<b>Vendor</b>	
<b>Original expenditure/deposit account(s) charged to</b>	_____ . _____ . _____ . _____ . _____ . _____ . _____
<b>Grant Project Code</b> (if applicable)	
<b>School and/or Department Authorization</b> <i>Printed Name &amp; Signature</i>	

*Include a copy of vendor receipt, pCard statement, PO, or other documentation. Bring this form along with cash or check payable to SVVSD to the Finance Department at 395 S. Pratt Parkway, Longmont. **This form must be handed in physically** and may not be sent via USPS or interoffice mail. For questions, contact Kailey at 303-682-7203.*

*This section is to be completed by Financial Services*

<b>Account to be credited</b>	
<b>Received by</b>	
<b>Approved by</b>	
<b>Entry Number</b>	
<b>Date Processed</b>	
<b>Additional Notes</b>	

Copy to \_\_\_ Accounts Payable \_\_\_ PCard Administrator \_\_\_ Accounts Receivable

*Use this form when an employee, vendor, or parent must reimburse the District for a charge that had been previously expensed to a District account. Examples include, but are not limited to, the following:*

- *A reimbursement to the District by a staff member for sales tax that was paid inadvertently (via pCard or PO) that could not be reversed by the vendor.*
- *A reimbursement to the District by a staff member for a personal charge that was inadvertently made on a pCard and could not be reversed by the vendor.*
- *Other reimbursements to the District, for example, parent reimbursement for concurrent enrollment tuition.*