

  
**V E R I T A S**  
**CLASS EXPENSE REIMBURSEMENT FORM**

***Please complete the following form and staple all related receipts for items to be reimbursed.  
The form must be signed and dated to be processed. Place in the mailbox of Treasurer, Stephanie Braden.***

**STEP 1:** I checked with the Veritas resource room, and the item is NOT inventoried.

**STEP 2:** I checked with the Veritas Membership for possible items to borrow, if applicable.

**STEP 3:** I checked with the used/discount curriculum sources for cheaper options.

Purchase Date	Items Purchased	Class Name or Purpose of Expense	Price
		Total Request:	

Requested by: (PLEASE PRINT) \_\_\_\_\_ Date: \_\_\_\_\_

***For Office Use: Attach Check Stub***