



Purchase Reimbursement Form

All purchases for tutors will be deducted from your materials fee. As long as tutors have money in your materials fund, you will be reimbursed. Payments will be rendered to you the same day as payroll checks. For others using this form who made purchases for the organization, reimbursement checks will be run once a month at payroll time unless other arrangements have been made.

Name of Purchaser: _____

Class/Other: _____

Date:	Vendor:	Amount:	General description
Total:			<input type="checkbox"/> Check if used Anchored card

Class/Other: _____

Date:	Vendor:	Amount:	General description
Total:			<input type="checkbox"/> Check if used Anchored card

For office use only:

Received date: _____

Reimbursement issued date: _____