

1376 Main Street	GRUNDY COUNTY BOARD OF EDUCATION	Phone #: (931) 692-3467
Altamont, TN 37301	Reimbursement Request	Fax #: (931) 692-2188

**Please attach the original receipt(s) to this form.*

Department:		Date:
Employee's Name:		SSN:
School:		

Purpose for the purchase:

Itemized Expenses

Receipt#	DATE	DESCRIPTION	COST
SUBTOTAL			\$
TOTAL REIMBURSEMENT			\$

*Note: taxes can not
be reimbursed*

I certify the purchases contained in this report to be correct and associated with my assigned duties.

Employee's Signature:	Date:
Principal's Signature:	Date:
Supervisor's Signature:	Date: