



Directions: All reimbursements must receive **prior approval** in order to be processed by the Business Department. In an emergency, the OPS Staff member may receive prior authorization via a Text Message or Email from the Superintendent or Assistant Superintendent (Submit with this form). The Central Office approved copy of this form is to be submitted with the requisition in Infinite Vision. Authorization for reimbursement is approved once the OPS Staff Member receives a copy of the processed Purchase Order from Central Office. Complete Voucher Form B after purchases are completed.

<b>Date:</b>		<b>Submitted By:</b>	
<b>School/Location:</b>			

**Itemized List of Anticipated Expenses for Reimbursement**

	Description of Reimbursement	Anticipated Costs	Account for Reimbursement (Filled Out by Administrator)
<b>Products</b>			
<b>Services</b>			
<b>Dues/ Fees</b>			
<b>Food</b>			
<b>Other</b>			

**Prior Approval Needed for All Reimbursements**

Approved By (Cost Center) Administrator: Signature:	Date:
Approved By Superintendent/Assistant Superintendent: Signature:	Date:

*A copy of this reimbursement form will be maintained in the Business Department and sent to the originating requester. A requisition needs to be entered by the School/Department. Note, reimbursement will be processed only if prior authorization has been obtained using this form.*