

**ST. JOHNSBURY SCHOOL DISTRICT**  
**MISCELLANEOUS REIMBURSEMENT FORM**  
**INSTRUCTIONS**

This form should be completed when you have purchased items from a vendor that does not accept purchase orders. This form needs to be completed and approved BEFORE your reimbursement is processed. ANY PURCHASES MADE WITHOUT PRIOR APPROVAL MAY NOT BE REIMBURSED TO YOU.

- 1 . Provide your name and address requested at the top of the form.
2. Fill in the date of purchase, a description of the item(s) purchased, and the amount to be reimbursed. Please remember we are tax-exempt and do not reimburse taxes paid. If you are being reimbursed for more than one item please total the amount due at the bottom of the form where indicated.
3. Attach all original receipts to the back of this form.
4. Submit this form to your supervisor for approval and coding. Your supervisor will then send the form to Sharon Alger in the Business Office.
5. Once the completed form is submitted to the Business Office, it will be processed for the next scheduled A/P check run.

**NOTE: Incomplete forms or missing information will delay the reimbursement process. Please check all information carefully to assure this form is complete before submitting to your supervisor.**