PO#

Cuyahoga Heights Schools
Receipt Reimbursement

RECEIPT #	DATE	VENDOR/PURCHASE EXPLANATION	TOTAL

GRAND TOTAL _____

_____ _____

Employee Name (Printed) **Employee Signature/Date**

- Use this form whenever you are submitting multiple store receipts for a PO
- **You must include your Purchase Order number**
- All receipts need to be itemized and show proof of payment
- Number each receipt you are submitting (1,2,3,etc)
- Tape or staple receipts to an 8 ½ x 11 piece of paper, and attach to this form
- Record each receipt on this form and total
- Make a copy for your records
- Gratuities on meals exceeding 15% before tax will not be reimbursed
- **Sales tax will not be reimbursed except for out of town meals - tax exempt forms are in the Treasurer's office**
- Submit completed form to Treasurer's Office. They will submit your Reimbursement Request to an administrator for electronic approval

Updated 1/1/19