



Los Alamitos Unified School District

Expenditure Reimbursement Request Form

Employee Name _____ School / Department _____

Reason for Expense _____ Today's Date _____

List purchases and attach original store receipts (photocopies will not be reimbursed).
Items purchased online must be shipped to the school site or District Warehouse address. Attach proof of payment and packing slip, or proof of delivery, to Reimbursement Request.
 Single purchases exceeding Fifty dollars (\$50.00) must be made through the Purchasing Department.

List each receipt separately.

DATE OF RECEIPT	DESCRIPTION OF ITEM	BUDGET NUMBER	ACTUAL COST
TOTAL AMOUNT CLAIMED			

I certify that items listed above are true and accurate.	I certify that items listed above have been received and authorize reimbursement.
Employee Signature	Principal/Division Head Approval Date

Books, DVDs, must be turned in to Media Center for processing prior to reimbursement.

Books have been processed/stamped:	
Media Center	Date

Non-consumable items (instructional resources, equipment) \$200 and over must be turned in to Instructional Materials Center to be processed and/or tagged with LAUSD ID prior to reimbursement.

Instructional materials and/or equipment have been processed/tagged:	
Instr. Materials Coord./Warehouse Receiving	Date

Business Approval:	Date:
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Procedure: 1) Staff completes form. 2) Completed form is submitted to Principal/Division Head for approval.
 3) Principal/Division Head sends form to Business Office for reimbursement.