Reimbursement Request

EAGLE FOUNDATION, INC.

The Eagle Foundation establishes reimbursement fund for each building to help staff with personal purchases made for their classrooms/students using their own funds-for those small purchases. This fund is for that quick bag of sugar for cookies, baking soda/vinegar for an experiment, etc—something that was not a part of your annual ordering but needed last minute. No one has accessed the funds at this time and this can be done by completing the following information for reimbursement, and submitting to District Admin.

Name of Person Requesting:_____Date:_____

Date	Vendor	Purchase and Purpose	Amount

PLEASE ATTACH ALL RECEIPTS

Signature of Person:_____

Engaging All Generations in Learning Excellence