

**DEWITT PUBLIC SCHOOLS
APPROVAL FOR REIMBURSEMENT**

DATE _____ NAME _____

VENDOR _____

APPROXIMATE AMOUNT _____

FUND TO BE CHARGED _____
(DISTRICT FUND)

(ACTIVITY FUND AND NUMBER)

PRINCIPAL/SUPERVISOR

SUPERINTENDENT/ASST. SUPERINTENDENT

Beginning July 1, 2007 all reimbursements to employees must be pre approved by your Principal/Supervisor and the Superintendent/Asst. Superintendent. Failure to have this form pre approved will result in employee not be reimbursed. This form is for purchases only. Travel and meal reimbursements will remain the same as in the past.