

**MANDAN PUBLIC SCHOOLS*****MISCELLANEOUS EXPENSE REIMBURSEMENT REQUEST***

1. Employee completes report and attaches all supporting receipts.
2. Administrator reviews request, takes appropriate approval action, and codes.
3. Secretary submits to purchasing department for processing.

Name:

Position/Building:

Employee ID#:

Date:

Date	Vendor/Company	Description of Purchase	Amount

Explanation of Expense:

Account Code:

Submitted By:

Date:

Approved By:

Date: