

### ENHANCEMENT FUNDS CLAIM VOUCHER

Accounting Department  
Lincoln Public Schools

Date \_\_\_\_\_

┌ \_\_\_\_\_ ┐  
Name \_\_\_\_\_

Employee ID No. \_\_\_\_\_

└ School \_\_\_\_\_ ┘

Enhancement fund reimbursement \$ \_\_\_\_\_

Account No. \_\_\_\_\_

Unclaimed balance \$ \_\_\_\_\_

Teacher signature \_\_\_\_\_

**The following guidelines are suggested to help speed the processing of teacher enhancement reimbursement requests.**

1. Utilize a copy of this voucher to request reimbursement.
2. Your employee ID # **must** be on the voucher.
3. Attach an itemized and dated original invoice or register tape to document all requests. The invoice must show the store name and a description of all items. Gift cards/certificates are not negotiable; therefore, items purchased with a gift card/certificate are not reimbursable.
4. Limit requests to a minimum of \$50. Final claims will be processed for lesser amounts.
5. Include a written explanation for any unusual items or charges.
6. Take the completed claim to your school office for processing. Keep a copy for your records until the payment is received.
7. See BA Bulletin #35 for more details.

**SIGN AND RETURN AT ONCE**

**TOTAL \$**

THIS CLAIM VOUCHER MUST BE SIGNED IN INK AND RETURNED BEFORE IT WILL BE CONSIDERED FOR PAYMENT.

THIS IS TO CERTIFY THAT THE ABOVE CLAIM IS A JUST, TRUE AND COMPLETE STATEMENT OF ABOVE CLAIMANT, AGAINST THE LINCOLN PUBLIC SCHOOLS, WITH ALL JUST CREDITS ALLOWED, AND THAT THE SAME IS UNPAID.

**X** \_\_\_\_\_  
(Claimant of Authorized Agent/Authorized Agent's Title)

Prices and Terms Correct:  
Audited and Passed for Payment

Auditor \_\_\_\_\_