

\$225 CERTIFICATED ALLOTMENT FOR SUPPLIES AND EQUIPMENT

**Accounting Department
Lincoln Public Schools**

Date _____

Account Number _____

Name _____

Employee ID No. _____

School _____

Unused Balance \$ _____

VENDOR	DESCRIPTION	PURPOSE	AMOUNT
TOTAL Reimbursement \$			

The following guidelines are suggested to help speed the processing of \$225 Certificated Allotment for Supplies and Equipment.

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.

ORIGINAL FORM, RECEIPTS, ACCOUNT NUMBERS AND APPROPRIATE SIGNATURES ARE REQUIRED, IF APPLICABLE.

X _____
(Claimant Signature)

I HEREBY CERTIFY THAT THIS CLAIM IS CORRECT AND IS UNPAID.

X _____
(Administrator Signature)

Prices and Terms Correct:
Audited and Passed for Payment

Auditor _____