

SCHUYLKILL INTERMEDIATE UNIT 29

Pre-Approval and Request for Reimbursement Form

Instructions:

1. Form to be used for: equipment, supplies, conference registration fees, and license fees that cannot be ordered through the approved requisition process.
2. Pre-approval is required. Completed form and receipts are required for reimbursement.

Date: _____

Name: _____

IU: _____

Address: _____

STC: _____

Budget Code: _____

Description/item	Cost
Total	

Pre-approval:	
_____ Employee Signature	_____ Date
_____ Program Director	_____ Date
_____ Executive Director	_____ Date

Final Approval:	
_____ Employee Signature	_____ Date
_____ Program Director	_____ Date
_____ Executive Director	_____ Date