

**PERSONAL REIMBURSEMENT FORM  
OR USE OF BLANKET PURCHASE ORDER\***

**Use this form for any food reimbursement or classroom supplies reimbursement.  
This form should be approved in advance by coordinator or supervisor.  
[\*i.e. Wegmans Card, Cam's, Marley's, etc.]**

- Meals and/or refreshments may be served in accordance with a district-sponsored event or meeting being held for an educational purpose.
- All expenditures must be approved in advance by the building principal.
- Meals may be provided or reimbursed when staff members are prevented from taking time away due to a pressing need to complete the business at hand; when the district is faced with business of an immediate nature; when the district wishes to recognize the services provided by volunteers. (Sales tax and alcohol are not reimbursable.)

***Documentation:***

**Name of Person to be Reimbursed**

**Or Name of Company to be Reimbursed**

**Reason Food is Necessary**

Date of event

Purpose of event/group

Amount of Purchase

Purchase Order Number

Account code to be charged

**Signature of Coordinator/Principal**\_\_\_\_\_

Please attach an itemized receipt for consideration of possible reimbursement.