Sacramento City Unified School District
CHILD DEVELOPMENT DEPARTMENT
5735 47th Avenue, Box 715
Sacramento, CA 95824

Pre-Approval & Reimbursement Request Form

Pre-Approval:

Items to be purchased   From   Cost

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

- -

Reimbursement Request:

PLEASE PRINT

<u>GUIDELINES</u>

1. Incomplete or unapproved requests will be returned to the sender.
2.
3. Amount to be reimbursed cannot exceed funds budgeted to your class/program, ($100 per item, or $250 total), whichever is <u>less</u>.
4. Receipts should be submitted for reimbursement within one month of purchase   .
5. Receipts submitted after the final submission date of the fiscal year may not be reimbursable.
6.