

**REQUEST FOR REIMBURSEMENT FOR COLLEGE LEVEL COURSE
SECRETARY
School Year 2011 - 2012**

Directions:

Please indicate the Purchase Order Number which can be found on the "*Request to Take a Graduate Level Course*" form (white). P.O. # _____

Name _____

School _____ Date of submission of request _____

I have completed the following college level course.

At: _____ (College/University) _____ (Course #)

_____ (Course Title) _____ (Credits)

_____ (Grade) _____ (Date Completed)

This is my 1st 2nd 3rd 4th request for reimbursement (Circle one)

Please initial the following:

_____ I request \$300 reimbursement

_____ Transcript and verification of tuition (either receipt, credit card receipt or cancelled check included) **must be attached.**

Superintendent or Designee

Date

Business Administrator

Date