

**REQUEST FOR REIMBURSEMENT
FOR COLLEGE LEVEL OR GRADUATE COURSE
Para-Professional Staff
*****School Year 2011-2012**

Directions:

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

Name _____

School _____ Date of submission of request _____

I have completed the following eqmgi g"qt"graduate 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 \$250 reimbursement as per the Para-Professional Contract

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

Superintendent or Designee

Date

Business Administrator

Date