

REQUEST FOR REIMBURSEMENT FOR BOOK FEES OR OTHER PAYMENTS

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Child(ren)'s name(s): \_\_\_\_\_

Amount paid: \_\_\_\_\_

Reason for payment (please check one):  
 Transferred out.  
 Now qualifies for: \_\_\_\_\_  
\_\_\_\_\_  
 Other: \_\_\_\_\_  
\_\_\_\_\_

In order to be reimbursed, we need from the parent/guardian to fill out this form and to provide the original receipt given to them at the time of payment. Once all items are received by the business office, it will then be given to the Superintendent to approve and put through the bill listing for the monthly board meeting. Checks will not be ready until the Wednesday following the board meeting. If there are any questions, please feel free to call Audrey Thomas, District Accounts Payable, between the hours of 8:30 a.m. until 2: 20 p.m. at (708) 862-6625, Option #4 or you can email her at [athomas@L156.org](mailto:athomas@L156.org).

(Please note that the reimbursement check will be made payable to the parent/guardian that is named on the original receipt.)

ADOPTED: November 23, 2009

RENUMBERED/AMENDED: September 19, 2016  
(Previously – 4:140-E3)