

DEER PARK SCHOOL DISTRICT NO. 414
PROFESSIONAL FUND REIMBURSEMENT
 (Certified Staff Only)

Receipts must be accumulated by the teacher and submitted once per year, between November 1st and July 31st. **Professional funds used for the purchase of technology must be pre-approved by the IT Dept.** – please have an IT employee **sign receipts** prior to submitting for reimbursement. Technology purchased with professional funds without approval will not be considered for reimbursement. Alternately, technology can be purchased through the IT Dept. and charged to your professional fund (therefore alleviating the need to use personal funds for purchase).

Employee: _____

Address: _____

Vendor Name	Item	Amount
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____

Additional lines continued on the back.

Total Expenses Claimed for Reimbursement (both sides) \$ _____

I, _____, holding the position of _____ do hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

Signed: _____ Date _____

Approved _____ Date _____

Vendor Name	Item	Amount
6) _____	_____	_____
7) _____	_____	_____
8) _____	_____	_____
9) _____	_____	_____
10) _____	_____	_____
11) _____	_____	_____
12) _____	_____	_____
13) _____	_____	_____
14) _____	_____	_____
15) _____	_____	_____
16) _____	_____	_____
17) _____	_____	_____
18) _____	_____	_____
19) _____	_____	_____
20) _____	_____	_____

Use the space provided on the front of this form to show the total.