



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

GUIDELINES

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 less.
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.