



Greater Opportunities of The Permian Basin Inc.
Head Start & Early Head Start
School Readiness Academy

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 Odessa, Texas 79760
 Office (432) 337-1352
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REIMBURSEMENT REQUEST FORM

THIS FORM IS USED TO REIMBURSE STAFF FOR APPROVED OUT-OF-POCKET PURCHASES

Approval must be received from Admin staff PRIOR to purchases being made.

Center Name: _____

GL Account Number: _____
 (To be completed by A/P clerk)

Purchase approved by: _____ Date: _____
 (Administrative Staff -Name)

Method of approval: Per phone approval Per email approval In person

Employee Name: _____

Employee Address: _____

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
TOTAL TO BE REIMBURSED TO EMPLOYEE			

 Requested By

 Approved By (Supervisor)

 Executive Director (must be signed)

Receipts must be attached to this form and submitted to the office within one week of purchase.