



CLINTON BOARD OF EDUCATION  
137B GLENWOOD ROAD  
CLINTON, CT 06413

**REIMBURSEMENT VOUCHER**

DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

Check payable to: \_\_\_\_\_ Vendor Code: \_\_\_\_\_

**DOCUMENTATION SUPPORTING ALL EXPENSES MUST BE ATTACHED**

COMPLETED BY SCHOOL – DEPARTMENT

<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
BOOKS	_____	_____
INSTRUCTIONAL MATERIALS	_____	_____
MILEAGE	_____	_____
OFFICE SUPPLIES	_____	_____
POSTAGE	_____	_____
OTHER	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

TOTAL\* \_\_\_\_\_

\*MUST EQUAL TOTAL RECEIPTS ATTACHED

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE

\_\_\_\_\_  
BUSINESS ADMINISTRATOR'S SIGNATURE