



HARTLAND-LAKESIDE SCHOOL DISTRICT PARENT REIMBURSEMENT FORM

Date of Request: _____

Please Make Check Payable To:

Name: _____

Address: _____

City, State, Zip: _____ Telephone #: _____

List Expenses Below and Attach "Original" Receipt(s)

Description	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Amount Requested: \$ _____

(Please attach supporting documentation)

Child(ren) Name, Grade, School _____

I HEREBY CERTIFY THAT THE ABOVE EXPENSES IS AN ACCURATE ACCOUNTING OF MY EXPENSES INCURRED ON MY BEHALF AND THAT PAYMENT OR CREDIT HAS NOT BEEN RECEIVED BY ME. I HAVE ATTACHED THE ORIGINAL RECEIPT(S).

Requested By: _____ Date: _____

Approved By: _____ Date: _____

(Approval must be signed by District Administrator)

RETURN THIS FORM & RECEIPTS TO:

*Chris Oestreich
800 E. North Shore Drive
Hartland, WI 53029*

PLEASE DO NOT WRITE BELOW THIS LINE. FOR OFFICE USE ONLY.

District Office Approval:	YES	NO	If no, why? _____
Signed:	Date Approved: _____		

*** PLEASE READ INSTRUCTIONS ON BACK ***

**PARENT REIMBURSEMENT FORM
IMPORTANT INSTRUCTIONS - PLEASE READ**

Supporting Documentation: Attached to each check request form **MUST** be documentation that coincides with the payment. The District Office will **ONLY** accept original itemized receipts/bills/invoices (no faxes/photocopies). Credit card statements are **PROHIBITED**. Please tape smaller sized receipts to a blank piece of paper and circle, not highlight, the reimbursement amount.

Other Charges & Discounts: If you are being charged for shipping and/or freight, please add this to your request. If you are receiving a discount, please subtract this from your check request. Remember, you will need supporting documentation for such transactions.

Taxes: In the State of Wisconsin, the Hartland-Lakeside School District is tax exempt. Therefore, the District Office will **NOT** reimburse or pay taxes for staff and vendors inside Wisconsin.

Processing Time: Checks are processed by the District Office every Thursday. For efficiency and sending payments in a timely fashion, we request all check request/reimbursement forms (with supporting documentation) be sent to Accounts Payable a week prior to that day.