**High Rocks Educational Corporation**

**Reimbursement Form**

***To be reimbursed for personal money used to cover High Rocks expenses:***

1. Use one line for each item. If several items on the same receipt have the same class and grant and are the same type of item (food, educational vs. general supply, etc.) you can use a line for each subtotal.
2. TAPE receipts to back and attach more pages if necessary. The receipts should be fully visible so that a copy of the page will show every receipt, unless the receipt is longer than the page, in which case you may secure it with a paperclip. DO NOT USE STAPLES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Item purchased, detailed description and explanation** (include county and specific event or project)/ **CLASS** | **Grant** | **Sub-Total** | **Tax** | **Total** |
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| Total Reimbursement | | | | |  |

***Classes:***

|  |  |  |  |
| --- | --- | --- | --- |
| **ADMINISTRATION**   * Admin Support * Audit/Legal * Capital Improv. * Organz. Develop. * Professional Develop   alumni program  Ameri**C**orps | **HRA**   * Admissions/Recruiting * Camp Steele * New Beginnings * Higher Ed/college trip * Horse Program * Mentoring-Individual   Hub Cafe  Educational Trips  Evaluation  **FIRST2** | **FUNDRAISING:**   * Grants * Donors * Events   Internship Program  **MAINTENANCE**  **LOCAL FOODS**   * Grow App * Ruby Grow | **PROGRAM SUPPORT: YEAR ROUND**  **SCHOLARSHIPS**   * **S**teele **S**tudio * Tech Express * Youth Community Action * WV Jobs Network |

Name & Address*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_