

# COUNCIL ROCK SCHOOL DISTRICT

## ADMINISTRATION & BUSINESS OFFICES

30 North Chancellor Street  
Newtown, PA 18940  
Telephone: 215-944-1040  
Fax: 215-944-1041

### EXPENSE REIMBURSEMENT REQUEST

I certify that this is a true and correct claim for necessary expenses incurred, and no payment was made to reimburse me for these costs. I also understand that the sales tax paid on items purchased by me is not reimbursable. All reimbursements must be submitted within sixty days from date of expense.

DATE	REIMBURSEMENT DESCRIPTION	BUDGET CODE	RECEIPT ATTACHED?	AMOUNT

**Valid only when signed by the requester and requesters supervisor. Please attach your completed form to your Munis requisition and interoffice to Kate Dziekonski at the Chancellor Center or email [kdziekonski@crsd.org](mailto:kdziekonski@crsd.org).**

Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Signature if over 60 days from expense date: \_\_\_\_\_

Thank you,

Council Rock School District  
Business Office