

PALOMAR COLLEGE TECH PREP

MINI-GRANT REIMBURSEMENT REQUEST

Instructional Supplies

Date		High School Name	
Amount of Request		Name of Requestor	

Reimbursement Information:

Accounting Contact		Accounting Contact Phone #	
District Invoice # or Reference			
Payable to: High School District			
Payment address			

I hereby certify that these expenditures comply with the instructional supplies guidelines, policies and procedures required by this high school district.

District Authorized Signature (legible)

Palomar College Information

Amount Approved		Palomar Purchase Order Number	
Tech Prep Coordinator		Date:	

Instructions:

1. Complete Section 1 and 2 above.
2. Required Documents (copies) must be attached to this form:
 - a. Invoice from vendor to high school.
 - b. Packing slip (if available) or proof of payment to vendor from high school.
3. All payments will be made directly to High School or High School District, please indicate correct payee in section 2. Form must be signed by authorized district employee.
4. Reimbursement request is due 30 days from date of receipt of items.

If you have further questions regarding reimbursement, contact Rita Campo Griggs at **(760) 744 1150 ext. 3047**

Mail this form with required documentation to:

Palomar College Tech Prep Program
Attention: Rita Campo Griggs
1140 West Mission Road
San Marcos, CA 92069