

## Clio Area Administrative Guidelines

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### 6320G - REQUEST FOR REIMBURSEMENT NONCONFERENCE

\*\* Type (do not write) the following areas of the form 6320G F1

\*\* Your Name

\*\* School/Department

\*\* Explain nature of expense

\*\* Date of Expenditure

    \*\* Prior Approval

Administrator giving prior approval for this expense.

    \*\* List expenditure

Total in appropriate spaces. Receipts **MUST** accompany request.

    \*\* Total

Total of expenditures.

    \*\* Employee Signature

    \*\* Principal/Supervisor

Must have signature or will be returned.

    \*\* Account Number

Principal/Supervisor must assign account number or request will be returned.

When completed, the form is to be submitted to Business Office for payment.