

**REIMBURSEMENT APPROVAL FORM (RAF) - Certificated ONLY**

*(Instructions: For ES use when prior approval of expenses is required for a reimbursement.  
If at all possible, please purchase these items using the PO system.)*

Mail to addresses indicated below.

School Name: \_\_\_\_\_ Date: \_\_\_\_\_  
{Expenses for Only One School on this Form}

**1. For Prior Approval of ES Expenses:**

Submit this form only prior to purchase to: IEM – Janet Marsh, 1166 Broadway, Suite Q, Placerville, CA 95667 by mail or fax to: Janet Marsh at 530-295-3583.

**2. For Reimbursement:**

Submit the following together: Expense Reimbursement Cover Sheet, Approved ES RAF (has authorized signature) and Receipt Submission form to Accounting – IEM, 1166 Broadway, Suite Q, Placerville, CA 95667

ES Code: \_\_\_\_\_ ES Name: \_\_\_\_\_ Ph#: \_\_\_\_\_

ES Mailing Address: \_\_\_\_\_

Name of Vendor: \_\_\_\_\_

Requested Estimated Amount to be spent: \$ \_\_\_\_\_

**3. Funding Source:**

- Copies                       Postage                       Supply Fund                       ES Conference
- Staff Development     Program Expense     Other \_\_\_\_\_

Description of items to be purchased and their usage:

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**4. Grant/Budget Source:** \_\_\_\_\_

**5. Funds Available?**      YES \_\_\_\_\_ NO \_\_\_\_\_ Amount approved: \$ \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_