West Ada Education Foundation
1303 E Central Drive
Meridian ID 83642
Telephone: 208-855-4500

Reimbursement Request

Email Request & Receipts to: reimbursements@westada.org

A reimbursement request is used by a West Ada School District educator who has been awarded a Teacher Grant Award or been notified by the Foundation they have received a donation and have money in an account with the Foundation. The Fundraiser/Program Director must sign all receipts, vendor invoices or written requests for payment and **attach to the Reimbursement Request**. Reimbursements will be paid until **April 30th of the current school year**. After this date, the remaining funds will be absorbed back into the Foundation. ***Reimbursements will NOT be given for purchases made with personal rewards points or gift cards.***

SCHOOL NAME: _____

Reimbursement is for: (Check one)

- ☐ **Thank A Teacher** — **Teacher Name:** _____
- ☐ **Teacher Grant**
- ☐ **Fundraiser/Program/Other *** — ***** Fundraiser/Program Name:** _____
- ☐ **Parent Organization (PTO/PTA)**

Payment Method: (Choose one) **Please use a separate form if more than one payment type is needed*

☐ ***Purchase Card Used (Pcard)*** ***or*** ☐ ***Purchase Order #***

Account Code:
100 A 114001 000 000 000

For P Card purchases please follow the District Accounting Principles for your school

☐ ***Make Reimursement Check Payable to:***

NAME:

ADDRESS - CITY, STATE ZIP

Purchase Description:

Vendor Name:	Brief Description of Items Purchased:	$ Amount

TOTAL REIMBURSEMENT 0

Signatures:

*** Reimbursement request will not be processed without site administrator's signature signifying approval of expenditure. ***

A copy of this form along with receipts must be sent by email to: *reimbursements@westada.org*

Print Name of Teacher/Fundraiser/Program Director _____ Signature of Teacher/Fundraiser/Program Director _____ Date

Print Name of Site Administrator _____ ***Signature of Site Administrator*** _____ Date

Office Use Only:

Record Updated by: _____

Date Processed: _____

Foundation Executive Director's initials: _____

Updated 2025