



STAFF REIMBURSEMENT FORM

Staff do not need approval to purchase items for the daycare for a total amount of under \$20.00. For larger items, please receive approval from the daycare manager in advance.

Please submit the receipts within the month they are purchased. This helps us keep up to date on our budget. Refunds will be issued to staff on their next paycheque. If funds are required prior to the paycheque, an e-transfer may be made.

Staff Name: _____

Program: _____

Date submitted (Please submit by end of the month purchased): _____

Receipt Date	Description	Amount
	Total	

Notes:

Office use only

Approved by: _____

Posting code: _____

Posted by: _____

Date Reimbursed: _____

Payment Method: _____