



Ridgefield Public Schools

Facilities Uniform Reimbursement Form (revised 9/7/16)

Today's Date: _____

Employee Name: _____

Work Location: _____

Itemized Expenses: *Each item must be entered on a separate line*

Purchase Date	Detailed Description (i.e.: tan Carhartt pants)	Quantity	Cost
TOTAL			\$

NOTE: In order to be reimbursed, original store register receipt(s) from items purchased must be submitted with the completed reimbursement form. For on-line orders, please submit the detail print-out of items purchased from cart and proof of payment receipt. Failure to follow this procedure will result in disallowance of the request. Any incomplete forms or missing receipts will be returned to the employee.

The Facilities Uniform Reimbursement form must be submitted to Nancy Gherna (Facilities/Business Office Secretary) for processing. The Accounts Payable department will mail your reimbursement check to the address that is currently on file with Payroll. All reimbursement forms must be submitted by June 1st of the current fiscal school year.

I certify that this report is a true and accurate account of expenses incurred and that all items conform to the uniform clothing policy as outlined in the Collective Bargaining Agreement.

Employee Signature Date

Approval Signature Date