

University Preparatory Academy District

Expense Report Guidelines

1. Get prior approval from the Building Principal prior to making a purchase.
2. If approved, get a tax form from the Family Service Coordinator. **(Taxes will not be reimbursed)**
3. Complete the form in its entirety. This includes:
 - a. Your Name and Location at the top of the form.
 - b. Detailed description of the items purchased, estimated and actual.
 - c. Sign and date the bottom.
4. Submit to Principal/Supervisor for Approval.
5. The Principal will send to Finance Department.
6. If approved allow, 7-10 business days from the date of approval to receive reimbursement.

Note: Taxes will not be refunded.

