## Manchester Local School District Employee Supplies Reimbursement

## All purchases MUST have a purchase order prior to the purchase.

Employee:		Purchase Order #		
Address:				
Vendor	Items Used For	Estimated Amount	Final Amount	
<u> </u>				
		· .		
		1		
<b>Total</b>			Production and	
Emp	loyee's Signature	·		
Sune	rvisor's Signature			