



**Greater Opportunities of The Permian Basin Inc.**  
*Head Start School Readiness Academy*

P.O. Box 3922  
Odessa, Texas 79760  
Office (432) 337-1352  
Fax (432) 333-3373

**REIMBURSEMENT REQUEST FORM**

(THIS IS NOT A PURCHASE ORDER)

Approval must be received from Admin staff **PRIOR** to purchases being made.

Receipts must be attached to this form and submitted to the office within one week of purchase.

Center Name: \_\_\_\_\_

GL Account Number: \_\_\_\_\_  
(To be completed by A/P clerk)

Purchase approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Administrative Staff -Name)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
<b>GRAND TOTAL TO BE REIMBURSED</b>			

\_\_\_\_\_  
Requested By

\_\_\_\_\_  
Approved By (Supervisor)

\_\_\_\_\_  
Executive Director (must be signed)