



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)

Method of approval: Per phone approval Per email approval In person

Employee Name: _____

Employee Address: _____

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
GRAND TOTAL TO BE REIMBURSED TO EMPLOYEE			

Requested By _____

Approved By (Supervisor) _____

Executive Director (must be signed)