



**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)

**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 in Office)

Date Requested: \_\_\_\_\_

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) \_\_\_\_\_