



## Reimbursement Form

(509) 588-2137  
mking@kibesd.org

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Please review the following, and then complete Section 1 and return to your SLP Teacher.

- All purchases must be pre-approved by the SLP Teacher.
- Complete form, and receive approval signature from SLP Teacher
- Once approval has been given, please attach receipt and return form
- Review Section 3 (back) for a list of approved items
- May take 30-40 days to receive reimbursement. If this is a problem talk to your SLP.

### Section 1

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

Requested Item(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose of item(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cost: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

### Section 2

SLP Teacher Approval: Yes/No

Reason if No:

SLP Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Code: \_\_\_\_\_

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### Section 3

#### What May Be Submitted for Reimbursement\*

- All books, curriculum materials, and supplies listed as resources required to support the subject goal(s) in the student learning plan (SLP) and approved by the SLP teacher prior to purchase, e.g., curriculum, general supplies, software, books, manipulatives\*.
- Field trip admission for the enrolled student, e.g., museums, plays, event admission. Again, the cost must directly support the learning activities that are necessary to accomplish a goal specified in the written student learning plan and must be approved by the SLP teacher prior to purchase\*.

#### What May Not Be submitted for Reimbursement\*

- Religious materials
- Memberships: e.g., YMCA, CBRC, etc.
- Tickets for fun centers or amusement parks, e.g., Silverwood, Wild Waters, etc.

\*Note-These lists are not comprehensive. An item listed here may or may not be reimbursable, and is left up to the discretion of the SLP teacher. Please check with the teacher responsible for your written student learning plan to be sure before you make a purchase.