

Kingsland Public Schools

Independent School District No. 2137 705 North Section Avenue Spring Valley, MN 55975 www.kingsland.k12.mn.us

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Pre-Approval for Reimbursement

Employee Name:	
Request Date:	
Reason for Request (Please explain why the supplies cannot be purchased using a	Anticipated Amount (or "not to exceed" amount)
UFARS CODE:	(To be completed by Principal)
Submit to building principal/supervisor for pre	e-approval.
After purchases have been made, submit this form and the dated original receipt for payme	
Principal/Supervisor Signature	Date