



A HANDS-ON HOMESCHOOL EXPERIENCE

**FUNDS OR REIMBURSEMENT POLICY**

*A funds or reimbursement request must be submitted to Stephanie Thompson and approval obtained before any material purchased will be reimbursed. If purchases are made without prior approval Enrichment Academy will not reimburse. Subsequently, all items purchased without prior approval belong to the purchaser.*

**Funds Request**

**Note: Approval must be received before items are purchased.**

**Please turn this form into Stephanie Thompson prior to purchase of materials.**

**If directors are to purchase material please list items needed.**

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|                     |                |                   |                      |
|---------------------|----------------|-------------------|----------------------|
| Class               | _____          | Date              | _____                |
| Amount Requested    | _____          | Director Purchase | <u>Yes</u> <u>No</u> |
| Requested By        | _____          |                   |                      |
| Description of Need | _____<br>_____ |                   |                      |
| Approved By         | _____          | Signature         | _____                |
| Received By         | _____          | Signature         | _____                |

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