## Completing your reimbursement request

### STEP 1
Gather your receipts
- Put them in order by date of purchase

On each receipt circle
- Name of vendor
- Location of store
- Date of Purchase
- Total amount of reimbursement request

Number the items consecutively on each receipt that you are submitting for reimbursement.

*If there is an item on a receipt which you are not asking reimbursement for draw a line through the item on the receipt and take the price of that item and multiply it by the tax rate which can be found on the receipt below the total (usually) and above the grand total. Add the tax for that item to the price of the item, total those two and subtract that total from the total of the purchases. This then will be the amount you will circle as amount of request for this receipt. (see Borders)*

### STEP 2
**On the Reimbursement Form**
- Fill in your full name and address upper left
- Beginning with the first receipt
- Under the Vendor Name column enter
  - Name of vendor
  - Location of vendor
  - Date of purchase (s)
- Under the Supplemental Materials column enter
  - Total number of items for which reimbursement is requested
- Under the Cost column enter
  - Total amount on that receipt for which reimbursement is being requested

The move back to the line directly below the Vendor Name and extending across under Supplemental Materials and itemize your purchases by entering the number you have assigned and the first word on the receipt for that item identification.

Use this same procedure for each receipt. When you have finished with all of the receipts total the amount of your request for reimbursement and enter it on the form.

### STEP 3
Sign and date where indicated of request form.
- Attach all of the original receipts in order to the request form
- Place completed form and attached receipts in an envelope and address as indicated
- Submit by either van or regular mail.
# TEACHING AMERICAN HISTORY GRANT
## CONNECTING TO THE PAST
### Supplemental Materials Reimbursement

*Original sales receipts must accompany this form.*

*All materials purchased must be itemized by vendor and listed below.*

Sales tax will be reimbursed.

<table>
<thead>
<tr>
<th>Name of Participant</th>
<th>2300 Goofy Lane</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Magic Kingdom</td>
</tr>
<tr>
<td></td>
<td>USA</td>
</tr>
<tr>
<td></td>
<td>44000</td>
</tr>
</tbody>
</table>

*You may submit forms throughout the year as you incur expenses.*

*$30 minimum per form*

*Last day to submit for reimbursement: June 30, 2011*

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Supplemental Materials</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borders</td>
<td>5 Books</td>
<td>$62.26</td>
</tr>
<tr>
<td></td>
<td>Narrative</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>mauflower</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>INdethow</td>
<td>$17.76</td>
</tr>
<tr>
<td></td>
<td>TEAM</td>
<td>$</td>
</tr>
<tr>
<td>Dayton</td>
<td>2 card sets</td>
<td>$4.00</td>
</tr>
<tr>
<td></td>
<td>symbols</td>
<td>$</td>
</tr>
<tr>
<td>Barnes</td>
<td>7 books</td>
<td>$99.95</td>
</tr>
<tr>
<td></td>
<td>Liberty</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Revolutionary</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>American</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Constitution</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Immigrant</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Night</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Legend</td>
<td>$</td>
</tr>
</tbody>
</table>

Total to be reimbursed $166.21

### Participant Signature

<table>
<thead>
<tr>
<th>x</th>
</tr>
</thead>
</table>

### Date

| 6/29/2010 |

### Tri-County ESC Signature

| x |

### Send to:

Judy Keetner  
Tri-County ESC  
741 Winkler Drive  
Wooster, OH 44691

Rev. 09-15-10
<table>
<thead>
<tr>
<th>Product Description</th>
<th>Quantity</th>
<th>Price per Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>NARRATIVE OF REVOLUTIONARY SOL</td>
<td>1</td>
<td>5.21</td>
<td>5.21</td>
</tr>
<tr>
<td>HAYFLOWER</td>
<td>2</td>
<td>12.00</td>
<td>24.00</td>
</tr>
<tr>
<td>INVENTION OF AIR</td>
<td>3</td>
<td>12.00</td>
<td>36.00</td>
</tr>
<tr>
<td>TEAM OF RIVALS</td>
<td>4</td>
<td>13.50</td>
<td>54.00</td>
</tr>
<tr>
<td>LAST STAND</td>
<td>5</td>
<td>15.75</td>
<td>78.75</td>
</tr>
</tbody>
</table>

Subtotal: 78.49

Subtotal: 79.46

OHIQ 8.5%: 6.51

6 Items Total: 86.03

VISA: 86.03

Acct #: 3666666666666666
Auth: 811338

Customer Copy

You Saved: $28.49

05/31/2010 07:39PM

Trans-Barcode: 06010353860004595310

Shop online
24 hours a day
at Borders.com
<table>
<thead>
<tr>
<th>Item#</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SKU: 8751458</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>CARD NATIVE TRIBES LS POSTCARD</td>
<td>1.68</td>
</tr>
<tr>
<td>2</td>
<td>CARD SYMBOLS OF INDIAN NATION</td>
<td>1.88</td>
</tr>
</tbody>
</table>

**Total:** 3.76  
**Tax:** 0.24  
**Grand Total:** 4.00

<table>
<thead>
<tr>
<th></th>
<th>Tender:</th>
<th>Change:</th>
<th>Cash:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20.00</td>
<td>16.00</td>
<td>20.00</td>
</tr>
</tbody>
</table>
Liberty!: How The Revolution
9780375822001
(1 @ 8.99) 8.99
1 Revolutionary War: Battle
97814165971269
(1 @ 21.99) 21.99
2 American Revolution
9781584766124
(1 @ 16.99) 16.99
3 Constitution Translated
97805864353418
(1 @ 11.95) 11.95
4 Immigrant Kids
9780140375947
(1 @ 8.99) 8.99
5 Night Boat to Freedom
9780312353189
(1 @ 6.99) 6.99
6 Legend of Ohio
9781585362448
(1 @ 17.95) 17.95
Subtotal 93.65
Sales Tax (6.50%): 6.10
TOTAL 99.75
VISA
Card # X00000000000004010
Exp Date: XX/XX
Auth: 026036
Entry Method: Swiped
A MEMBER WOULD HAVE SAVED 11.19

Thanks for shopping at Barnes & Noble

101.21A 06/26/2010 11:44AM

CUSTOMER COPY
For Reimbursement to happen all receipts must be the originals not copies.

Here are examples of NON ACCEPTABLE Receipts for reimbursement. There are others e.g. handwritten on a sales pad where there is no vendor identification, or where the item identification is just "taxable item", etc.

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**NON ACCEPTABLE**

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CUYAHOGA VALLEY NP CANAL VISITOR CENTER (216) 524-1497

05/12/2010 1:55PM 01
000000#1935 CLERK01

Taxable 1/2 $8.00
Taxable 1/2 $25.00
Taxable 1/2 $3.99
Taxable 1/2 $29.99

Total $49.40

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CUYAHOGA VALLEY - CANAL STREETSBORO RD PENINSULA OH 44264 216-524-1497

TERMINAL ID: 8893698
MERCHANT ID: 8826813683

VISA EXP/EXP: SNPED
SOLD DATE: 08/22/12 INV: 009895
BRN: 8128585 AUTH: 012328

REWARDS PROGRAM: 580436

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RECEIPT ID: 11
04/17/2010
01:18:51 PI

Jerry

Item Description Qty

Coon Skin Cap ...00224 2
TRICORNER HAT 2
Civil War Conf. Set 1
Civil War Union Set 1
FLUTE 10" WOODEN 5
12" Touchawalk w/ Roll 2
MUSKET/PISTOL: REPLICA 1
RULER - PRESIDENTIAL 1
Quill w/ Ink Well 1
LEVI'S CLARK'S EXPED. CONSTITUTION OF THE DECLARATION OF WOODEN FLATBOAT KIT

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The Wooster Book Company
205 W. Liberty Sttreet
Wooster, OH 44691
(330)262-1888

Customer name: East Holmes School District
6108 County Road 77
P O Box 182
Berlin

Transaction #: 239314 Station: 1 Clerk: JULIA
Tuesday, July 27 2010
10:42 AM

PAY IN A/R CHECKS OR Payment

TOTAL 474.60
A/R CHECKS 474.60