



Panhandle SEEP
 % Panhandle Area Council
 11100 N. Airport Dr.
 Hayden, ID 83835
 (208) 772-0584 x3013
 www.PanhandleSEEP.org

REIMBURSEMENT REQUEST

		RO/PO #
Date:	Special Instructions:	
Name:		
Address:		

Trainer Activity	Class Date	Location	Fee	Grant
Classroom Lead				SEEP
Classroom Assistant				SEEP
Field Lead				SEEP
Field Assistant				SEEP

Description of Reimbursement Needed*	Quantity	Unit Price	Cost	Grant
				SEEP

***DETAILED RECEIPTS MUST BE ATTACHED**

	Subtotal	
	Other Charges	
	Tax	
Signature	Total	

Purchasing Agent

Date