

Executive Staff Expenditure Reimbursement Request



Chief Operating Officer
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MCPS Form 203-4
December 2014

INSTRUCTIONS: This form is required of executive staff to request reimbursement and provide accounting for funds used for meals within Montgomery County or other expenditure reimbursement. Nonlocal travel must be submitted on MCPS Form 281-1. Preapproval (verbal or written) confirms that an expenditure will be reimbursed. For reimbursement, original itemized receipts must be submitted with a copy of this approved form to the Division of Controller, 45 W. Gude Dr., Suite 3200, Rockville, MD 20850.

Reference: Guidelines for MCPS Executive Staff Expenditures, September 2014

REQUEST INFORMATION

Name _____

Job Title _____ Employee ID# _____

Date of Expenditure: ____/____/____ Amount Requested: _____

Purpose of Expenditure: _____

If meal, others who will be attending or have attended: _____

Account to be charged: _____

Executive Staff Member Signature: _____

APPROVAL

Was expenditure preapproved? Yes No

Signature: _____

- Chief Academic Officer
- Chief Operating Officer
- Deputy Superintendent
- Superintendent of Schools

Date: ____/____/____