

LIVE CRITTER REIMBURSEMENT FORM

****NOTE: WE MUST HAVE ORIGINAL RECEIPTS OR WE WILL BE UNABLE TO PROCESS YOUR REIMBURSEMENT.**

This form is to reimburse districts/science contacts for out of pockets costs if they choose to purchase live critters locally rather than ordering them through Mtn. Home Biological. Please remember that we can not reimburse each teacher directly. We can reimburse either your district or your science contact only. We also can reimburse only for the quantities and critters listed on the live critter card. For example, for Structures of Life, there are 24 Land Snails. If the teacher purchases 30 from the pet store, he/she can only be reimbursed for 24.

NAME & TITLE:	
SCHOOL:	
ADDRESS:	
CITY, STATE, ZIP:	
PHONE:	
EMAIL:	
TEACHER/KIT YOU ARE SUBMITTING FOR:	

DATE:	
TOTAL COST OF ITEMS:	

SIGNATURE:	
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PLEASE ATTACH ORIGINAL RECEIPT AND SEND TO:

Beth Worthy
ESD 101, CIS
4202 S. Regal, Spokane, WA 99223
(509) 789-3525
bworthy@esd101.net

Please allow 30 days to process your reimbursement. Process may take longer if receipts are not submitted or form is not completed correctly.