



Approved Educational Materials Purchase

Name of Material: _____

Where found: _____

Cost: _____

Educational Need: _____

California Standards: _____

Elite Educator: _____ (checked it is not available from any approved vendor and needed for educational progress, not religious)

Program Director Signature: _____ Date: _____

Who will be reimbursed? Parent or Elite Educator _____

Parent agrees to bring the material to Elite Educator to get bar coded if non consumable.

When bar coded, parent brings in original receipt, and fills in outside reimbursement sheet. Elite Educator creates a purchase order for Reimbursement in EMR and submits the paperwork to the office.

**This is only to be used if the material is not sold by any other approved vendor and the Elite Educator feels it is necessary for the student academic growth.

**This form must accompany the reimbursement form.