

TUITION REIMBURSEMENT CHECK SHEET

Do not submit multiple courses in one packet. Each approved course should have it's own voucher/check sheet.

- _____ 1. Completed tuition voucher (including required signatures)
- _____ 2. Tuition Reimbursement Request (pre-approved form) signed by the superintendent or assistant superintendent
- _____ 3. Official transcripts - to be sent directly to Board office from school.
(photo copies, print-outs from school website not accepted)
- _____ 4. **Paid** tuition bill to support the cost/credit reimbursement
(The bill must show the cost per credit, you are only reimbursed that charge, not books, parking, fees etc.)
- _____ 5. Proof of expenditure (copy of front and back of cancelled check, or bank/credit card statement)
(A copy of check image and/or bank statement showing check cashed if cancelled checks are not returned by bank)
- _____ 6. Cost breakdown per credit (excluding fees) from the school's Catalogue. Not required for Montclair State, New Jersey City, William Paterson or Rutgers.

Reimbursements packets should be submitted as soon as you have items 1, 2, 4, 5 & 6 listed above. Submit your packet and write **"pending transcripts"** on the check sheet next item 3.

Item 3 is not available to you until you complete the course and put a request into the college to have an "Official Transcript" sent to the Board Office at 86 River Road, Montville, NJ 07058, Attn: Tuition Reimbursement. **This should be handled immediately after completion of course.**

All tuition reimbursement requests for courses completed in the Spring must be submitted no later than June 30th of that school year.

Obtain all required signatures on various forms

I certify that the items checked above are attached to this voucher

I have reviewed the above and confirm all items are attached


Staff member's signature Date

Principal's signature Date
(Principals cannot sign their own paperwork, please submit to superintendent's office)



MONTVILLE TOWNSHIP BOARD OF EDUCATION
86 River Road, Montville, NJ 07045
BUSINESS OFFICE TEL. (973) 331-7100 - FAX (973) 316-4643
PURCHASING EXT. 2238 - ACCOUNTS PAYABLE EXT. 2235

"Tuition Reimbursement Voucher" S.

THIS NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, ETC  PURCHASE ORDER NO. -0801

DATE: _____

School Year: _____

Employee _____

School/Location _____

V
E
N
D
O
R

ACCOUNT	AMOUNT
11-000-291-280-27-TU	

Course _____

Semester _____

College/University _____

__ 1st set __ 2nd set __ 3rd set

Staff member Direct Supervisor ~ Approval Signature
(Supervisor or Principal or Superintendent)

For Business office only:

Credits available for school year _____

Credits paid during school year _____

Number of credits this course _____

Remaining credits _____

HOME ADDRESS:

CONTROL NUMBER

OTHER

CHECK HERE IF THIS IS A NEW ADDRESS WITHIN THE LAST YEAR.

VENDOR'S CERTIFICATION & DECLARATION

ORDER INVALID UNLESS SIGNED BY THE BUSINESS ADMINISTRATOR/BOARD SECRETARY

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

BUSINESS ADMINISTRATOR/BOARD SECRETARY

X SIGNATURE _____ TITLE _____

IS YOUR COMPANY INCORPORATED? YES NO

CONDITION OF CONTRACT
VENDOR ACCEPTANCE CERTIFIES COMPLIANCE WITH FEDERAL AND STATE REGULATIONS REGARDING EQUAL EMPLOYMENT OPPORTUNITY WITHOUT REGARD TO RACE, CREED, NATIONAL ORIGIN, AGE OR SEX. VENDORS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF PS. 1975 C. 127

FEDERAL TAX I.D. NO. or SOCIAL SECURITY NO.