

Reimbursement Form for College Fair Refreshments

DACAC-ND

Complete this form and send to:
DACAC-ND, Kaleen Peterson; 101 College St. SW; Valley City, ND 58072

Each college fair site is allotted \$100 per fair for refreshments. DACAC-ND will reimburse up to that amount with no prior approval needed. The DACAC-ND Executive Director must receive the items below no later than 4 weeks after the fair for which reimbursement is requested.

In special cases, a college fair site may request additional funds for refreshments if they are providing a boxed lunch, as is necessary sometimes depending on fair scheduling. Prior approval from the DACAC-ND Executive Director is required for this additional reimbursement.

_____ **Fair location**

_____ **Fair Date**

Amount Requested _____

*Prior approval for amount exceeding \$100 required

DACAC-ND should make payment to:

Person or Organization _____

Address _____

Receipt for the refreshments must be included. A photocopy is acceptable.