

# **Reimbursement Form for College Fair Refreshments**

## **DACAC-ND**

Complete this form and send to:  
DACAC-ND, Ashley Mattson; 1420 Schafer St.; Bismarck, ND 58501

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.