# CyberLynx

PRE-APPROVAL FORM for
REIMBURSABLE PURCHASES

Nenana City School District
P.O. Box 599
Nenana, AK 99760

Toll Free in AK: (888) 424-5969
Phone: (907) 832-5423
Fax: (907) 832-5468

**FAMILY NAME** _____

**MAILING ADDRESS** _____

**CITY, STATE, ZIP** _____

**PHONE NUMBER** _____

**STUDENT(S) NAME** _____

_____
Date Submitted

*Use this form for pre-approval of any items that may be considered inappropriate to purchase with public school funding. Your request will be evaluated as soon as possible and you will be notified as to which items have been approved or disapproved and why. Without this signed pre=approval form your purchases may not be reimbursed.* ***If items are approved, you must submit this signed pre-approval form with your reimbursement request.***

| STUDENT | DESCRIPTION OF ITEM | COST | SOURCE OF PURCHASE | COURSE | EDUCATIONAL PURPOSE AND JUSTIFICATION |
|---|---|---|---|---|---|
| Joe Doe | Digital Camera | $159.00 | Wal-Mart | Photography | Required for class for lessons as indicated in course description. |
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Approval Date: _____ / _____ / _____ Approved By: _____ CyberLynx Principal

Disapproval Date: _____ / _____ / _____ Disapproved By: _____ CyberLynx Principal