



Raleigh Academy of Chinese Language Reimbursement / Bill Payment Form

Department Code (Please circle one of the following codes):			
Language [1]	Activity [2]	General Affairs [3]	PTA [4]
Administration [5]	Library [6]	Public Relations [7]	Finance [8]
Soccer Team [9]	Evergreen Club [10]	Principal/Vice Principal [11]	Others [99]
Make the check payable to:		Total Amount:	
Mail the check to (if not picking-up at RACL):			
Date	Purpose	Description of Items	Amount
Total :			
Submitted by: (Please Print)		Signature:	Date:
Department Approval by: (Please Print):		Signature:	Date:
Final Approval by: (Please Print):		Signature:	Date:
Below For RACL Use Only:			
Check Issue Date:	Check No.:	Check Amount:	
Remarks:			

Important Form Instructions:

1. One form for one Department Code only.
2. All purchases/payment requests for less than \$100 need pre-approval from the Department Director (e.g., Academic Director, Activity Class Director. Ask the Principal or the Vice Principal if not clear). For Purchases/payment requests between \$100-500, the Department Director should obtain pre-approval from the Principal or Vice Principal. Any purchase over \$500 of Hardware/Software requires School Board Approval (except consumables for school activity events).
3. Please write your name and purpose on each receipt, tape all the receipts on 8.5 x 11" plain letter paper, and attach it to the back of this form.
4. Pick up your check in the copier area of the school at the following scheduled times:
 9:45 – 10:15 AM, 4th Saturday of the month if date of final approval is between 1st and 15th
 9:45 – 10:15 AM, 2nd Saturday of next month if date of final approval is between 16th and 31st
 If there is no school on the scheduled day, come on next Saturday.
5. Please follow the instructions closely to avoid any delaying of your reimbursement.