



Raleigh Academy of Chinese Language Reimbursement / Bill Payment Form

Department Code (Please circle one of the following codes):

[1] Language Classes	[2] Activity Classes	[3] General Affairs	[4] PTA
[5] Administration	[6] Library	[7] Public Relations	[8] Finance
[9] Clubs	[10] Principal/Vice Principal	[99] Others	

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:

- One form for one Department Code only.
- All purchases/payment requests for less than \$500 need pre-approval from the Department Director (e.g., Academic Director, Activity Class Director. Ask the Principal or the Vice Principal if not clear), and 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).
- 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.
- 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.
- Please follow the instructions closely to avoid any delaying of your reimbursement.