

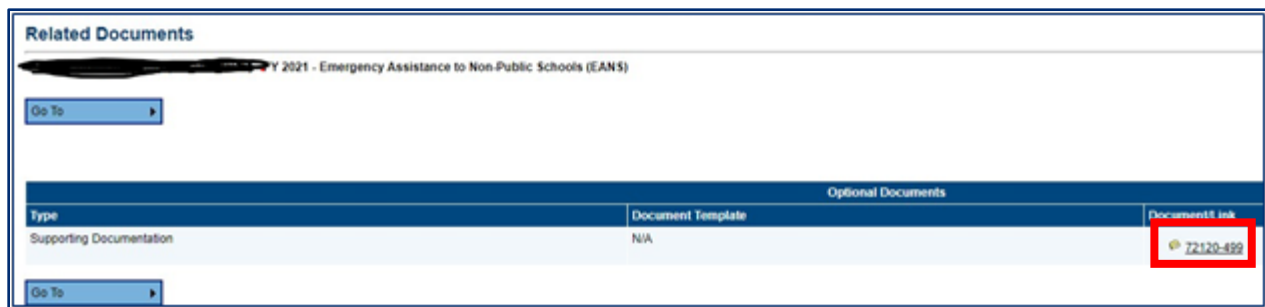
Reimbursement Request Document Upload Template Instructions

Use the [document upload template](#) and complete the information in Table 1. Add copies of supporting documentation below the table.

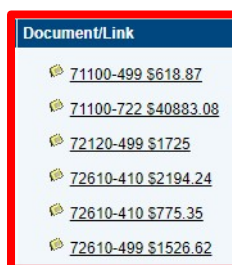
Note:

- Name the Uploaded document with the Account Code and Line Item Number (see examples below).
- The school must number each receipt. If there are multiple pieces of supporting documentation for the same purchase (for example, an invoice/receipt and a canceled check to show proof of purchase and payment) give the all pieces of supporting documentation the same number. See examples following the table.
- Do not upload any approved purchase orders yet.
- If a teacher purchased items and the school reimbursed the teacher, show the canceled check (front and back) from the school to the teacher.

Example: Name Uploaded Documents with the Account Code and Line Item Number. Users can also include the amount in the upload name to make it easier to find.



OR



Page 1 – Example Cover Page (Table 1)

MERCHANT	GENERAL DESCRIPTION OF ITEM(S)	TOTAL COST OF ITEMS FOR THIS RECEIPT (NO TAX)	CORRESPONDING RECEIPT NUMBER (SCHOOL NUMBERS EACH RECEIPT)	PURCHASE AND PAYMENT PROOF
<i>Example 1:</i> Wal-Mart	Magnet strips and glue sticks	\$6.50	2	Receipt and Credit Card
<i>Example 2:</i> Kelsan	Disinfectant spray	\$1539.60	5	Invoice and Credit Card Statement
<i>Example 3:</i> WIN Solutions	Hand sanitizer	\$1725.00	4	Invoice and Canceled Check

Page 2 and beyond –

Fully visible copy or copies of receipts numbered (by the school) with any corresponding invoices or credit card statements

Example 1 (in-store purchase with itemized receipt paid by credit card)



Example 2 (invoice with credit card statement)

Kelsan Bright Solutions network
 Local: 605-625-7132
 Toll Free: 800-487-7111
 www.kelsan.com

INVOICE

Please Remit To:
 Kelsan, Inc.
 P.O. Box 639235
 Cincinnati, OH 45263-9235

Invoice # 6911
 Date 8/4/2020

1 851402041 4.00 WISE Disinfectant Chemical Chem 3.0 1.0 0 CS 353.96 353.96 cost for reimbursement

1 Lines Total 353.96 Total 353.96 Total Tax 0.00 Total Payment (to match to receipt) 353.96

FOR SCHOOL CLEANING SUPPLIES

INVOICE: Please pay from this document.

Transaction Detail Record

MasterCard

Card #:	1321
Transaction Date:	05/19/2020
Transaction Time:	
Post Date:	05/20/2020
Transaction Amount - Bill Currency:	1682.01
Billing Currency:	USD
Transaction Amount - Merchant Currency:	1682.01
Merchant Currency:	USD
Authorization Code:	852264
Merchant Category Code (MCC):	5169 - CHEMICALS/ALLIED PRODUCTS, UNCLASSIFIED
Merchant Name:	KELSAN
Merchant City:	8655257132
Merchant State/Province:	TN
Merchant Country:	USA
Merchant Phone:	8655257132
Fuel Product Code:	0
Fuel Unit of Measure:	
Fuel Price per Unit:	0.00
Fuel Quantity:	0.00000
Fuel Amount:	0.00
Total Tax Amount:	0.00
Other Product Count:	1
Other Product Total:	1682.01
Odometer:	
Vehicle ID:	
Cardholder ID:	
Secondary Cardholder ID:	

Other Product Details	Quantity	Amount
GENERIC PRODUCT OR SERVICE	1	1571.97

Example 3 (invoice with canceled check)

WIS SOLUTIONS, INC.
 P O Box 38
 Lexa, AR 72355

Date: 8/4/2020 Invoice #: 6911

Bill To: [Redacted] Ship To: [Redacted]

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
VtL	Net 30	WS	8/4/2020	Delivered		

Quantity	Item Code	Description	U/M	Price Each	Amount
45	win splash	Win Splash	gal	35.00	1,575.00
5	win splash	Win Splash	gal	30.00	150.00
		Out-of-state sale, exempt from sales tax		0.00%	0.00

FOR HAND SANITIZER

Total \$1,725.00

