### Reimbursement Request Document Upload TEMPLATE

*See* [*Reimbursement Request Document Upload Template Instructions*](https://eplan.tn.gov/DocumentLibrary/ViewDocument.aspx?DocumentGuid=03b4afaf-46a0-4610-90aa-3fb074642da2&inline=true) *for more information.*

### Cover Page (Table 1)

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| --- | --- | --- | --- | --- |
| **MERCHANT** | **GENERAL DESCRIPTION OF ITEM(S)** | **TOTAL COST OF ITEMS**  **(NO TAX)** | **CORRESPONDING**  **RECEIPT NUMBER (SCHOOL NUMBERS EACH RECEIPT)** | **PURCHASE AND PAYMENT PROOF** |
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