Cornerstone Co-op Expense Reimbursement Request

Please complete this request form to be reimbursed for co-op expenses (class supplies, hospitality, etc.). If you have any questions as to whether an expense is eligible to be reimbursed, please see Christina Hakes or Chrissy Walsh. If you want to check whether a needed item is already owned by Cornerstone, please see Bekki Burt. Please attached **COPIES** of receipts to this form.

DATE	AMOUNT OF EXPENSE	PURPOSE

SIGNATURE: ______ DATE: ______

---OFFICE USE ONLY---

Form Received By:_____ Date:_____

 Date Paid:

 Expense #______