



Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Emily Wharton  
Director

**February 12, 2020**

**My name is \_\_\_\_\_ and I am requesting reimbursement for my textbooks and related materials for the (fall/spring) 20\_\_.**

**I am requesting reimbursement for the amount of these books and materials totaling to \$ \_\_\_\_\_.**

**I have attached my itemized receipt and provided my VR Counselor with a copy of updated transcript and a copy of my needed itemized book list.**

**Please send the reimbursement check to the following address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If you have any other questions, please contact me via email at \_\_\_\_\_ or via phone at \_\_\_\_\_.**

**Sincerely,**

\_\_\_\_\_

**(Your signature)**