TEXTBOOK REIMBURSEMENT CHECKLIST

Soldier/Airman Name_________________________________________________________ Unit________________________________

Date_________________ Semester requested_______________________________________

REQUIRED FOR ALL REIMBURSEMENTS

a. _______ Completed Application for Reimbursement

b. _______ Course syllabus with required book list for each class taken (Upload only the pages with the class name, semester and list of REQUIRED books)

c. _______ Receipts for all textbooks purchased (not an order form-need a receipt with a zero balance)

d. _______ Unofficial transcript printout (must have “C” or better average per class)

e. _______ Completed State Vendor Registration form

f. _______ Bank Account Verification Memorandum (Must state the Soldier/Airman’s bank name, account and routing number. The Soldier/Airman must sign this memorandum).

Soldier/Airman’s Signature_________________________________________ Date________________