

## 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 \_\_\_\_\_