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**JAG Kentucky**

**I&I Cake Request Form**

**Request Process**

1. Specialist will complete this form, attach the receipt, and send to their Regional Leader.
2. Regional Leader sign and approve. Then send it the Program Relations Manager.
3. Director of Operations will sign for approval.
4. Reimbursement will be provided up to $50.

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| --- | --- | --- | --- | --- | --- |
| **SPECIALIST COMPLETE THIS SECTION** | | | | | |
| **Program Name:** | | School Name | **Specialist Name:** | | Specialist Name |
| **I & I Date:** | Date and Time of I & 1 | | | | |
| **Store Name:** | | | | Name of store where cake was purchased | |
| **Total Amount Spent (maximum $50)** | | | | Enter the amount on the receipt up to $50 | |
| **Reimbursement check made out to:** | | | | **Mail Check to:** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **ADMINISTRATION COMPLETE THIS SECTION** | | | |
| **Regional Leader Signature:** |  | **Date:** |  |
| **Director of Operations Signature:** |  | **Date:** |  |