SHARED SERVICES
94 Battistoni Drive
Winsted, CT 06098
Tel: (860) 379-8583
Fax: (860) 379-3498

Sharing Services for Exceptional Students

Quentin H. Rueckert
Executive Director

Daniela Belanger
Assistant Director

REQUEST TO ORDER
or
REQUEST FOR REIMBURSEMENT

Person Making Request: _____

Department: _____

COMPLETE ***VENDOR*** *Information or Name of Payee for Reimbursement*

NAME:	
ADDRESS:	
CITY/STATE/ZIPCODE	
PHONE:	
FAX:	
WEB ADDRESS:	

Quantity	Catalog #	Description	Price	Total
		SHIPPING & HANDLING		
			TOTAL COST:	

For Office Use Only:

Warr/Batch#_____Amount:_____

Acct #_____

Trans#_____Voucher#_____PO#_____

Approved: _____

Date: _____