



Request for Reimbursement

Fill out the form completely. All original receipt(s) should be attached to the form and submitted to Suzanne Blette or email to suzanne.blette@jeffco.k12.co.us after obtaining approval from your direct report/manager. Please provide vendor(s) know that we are tax exempt. Tax certificate is included with this form. Please note we can't reimburse tax.

Requested by _____
Date Submitted _____
What class or subject _____
Send Check to (name) _____
Address _____
City/State/Zip _____

Description of Purchase	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____

Approval

Name and Date: _____





Financial Services

1829 Denver West Drive, Bldg. 27

Golden, Colorado 80401-0001

phone: 303-982-6843

fax: 303-982-6826

www.jeffcopublicschools.org/finance

January 02, 2024

To Whom It May Concern:

Jeffco Public Schools is not a corporation and, therefore, does not receive a Certificate of Good Standing from the State. Jeffco Public Schools is a political subdivision of the State of Colorado. All schools within the Jefferson County School District are covered under this umbrella.

If you require additional information, please contact our office at (303) 982-6843.

Sincerely,

Brenna Copeland
Chief Financial Officer

CERTIFICATE OF EXEMPTION FOR STATE SALES/USE TAX ONLY

THIS LICENSE IS
NOT TRANSFERABLE

USE ACCOUNT NUMBER for all references	LIABILITY INFORMATION		ISSUE DATE
09800220	N	080179	Jul 21 2015



JEFFERSON COUNTY PUBLIC SCHOOLS R1
ATTN: CHIEF FINANCIAL OFFICER
1829 DENVER WEST DR BLDG 27
GOLDEN CO 80401-3120



Executive Director
Department of Revenue