

**OFFICIAL COURT REPORTER CONSUMABLE OFFICE SUPPLY REIMBURSEMENT FORM**

**I request reimbursement for the purchase of the following consumable office supplies:**

(consumable office supplies include calculator, calculator tape, correction supplies (i.e., liquid white-out), pens, pencils, post-it notes, stapler, staples, copy paper, business cards, calendars, scissors, paper clips, batteries, invisible tape, storage boxes, floppy disks, compact discs, legal notepads, highlighters, rubber bands, file labels, label dividers, rubber stamps with ink pads, toner/printer cartridges. *{If compact discs purchased for use with digital recording system to burn audio recording, no deduction will be made from consumable supply reimbursement allowance.}*)

\*\*\*PRIOR APPROVAL IS REQUIRED FOR REIMBURSEMENT OF ANY ITEM THAT IS NOT LISTED ABOVE.\*\*\*

DATE	ITEM DESCRIPTION	AMOUNT OF PURCHASE
	<b>TAX:</b>	
	<b>TOTAL:</b>	

**I understand that original receipts must be attached to this form in order to obtain reimbursement.**

\_\_\_\_\_  
Printed Name of Court Reporter

\_\_\_\_\_  
Edison Number

\_\_\_\_\_  
Signature of Court Reporter

\_\_\_\_\_  
Date

\*Reimbursement for storage fees will be allowed only for reporters providing service to counties where clerks' offices lack available storage space.