TO:	Shannon Brooks, Treasurer	
	Celeste Jordan, President	9
	Miranda Sturdivant, Office Manager	EDUCA
FRO	M:	CA
RE: Reimbursement needed (submit within 2 weeks of purchase)		
Date	e of purchase:	
Rein	nbursement amount:	
Budget Area (to be filled out by CCEA office):		
<u>All re</u>	eceipts must be itemized. All purchases should be preapproved.	