



CDS Employer Reimbursement Request

When planning the yearly CDS budget, the employer can have a line item in the CDS budget for reimbursable employer expenses for items such as ink, paper, printer/scanner/fax, and a computer; this must be added to the budget before the expense is incurred and cannot be expended before the budget begins.

Steps for the employer to submit a receipt for reimbursement:

1. Employer completes this form with the address the check should be mailed to.
2. Include a copy of the receipt.
3. Write your name on the receipt.
4. Employer submits this form and receipt together to Imagine Enterprises via:
 - a. FAX: 888-791-6112
 - b. cdsvendor@imagine-enterprises.org
5. Imagine Enterprises will review the receipt to ensure items are reimbursable. If in doubt if the purchase is allowable, contact your Employer Services Manager for your area BEFORE you make the purchase:

Taylor Morales
Central Texas & the Gulf Coast
832-725-0461
Taylor.morales@imagine-enterprisees.org

Janice Norwood
West Texas & North Texas
325-518-1950
Janice.norwood@imagine-enterprises.org

Employer Name (printed)

Employer Signature

Employer Email

\$ _____
Requested Reimbursement Amount

Client Name (if different from Employer name - printed)

Employer Phone Number

Date

Address where the check is to be mailed to:

Address

City, State, ZIP