

TEXTBOOK REIMBURSEMENT CHECKLIST

Soldier/Airman Name _____ Unit _____

Request Date _____ Semester requested _____ Year _____

REQUIRED DOCUMENTS:

- a. _____ Completed Application for Reimbursement
- b. _____ Course syllabus with required book list for each class taken (**Upload only the pages with the class name, semester and list of REQUIRED books**)
- c. _____ Receipts for all textbooks purchased (**not an order form-need a receipt with a zero balance**)
- d. _____ Unofficial transcript printout (**must have "C" or better average per class**)
- e. _____ Completed State Vendor Registration form
- f. _____ Bank Account Verification Memorandum (**Must state the Soldier/Airman's bank name, account and routing number. The Soldier/Airman must sign this memorandum.**)

Soldier/Airman's ETS/MRD Date: _____

Soldier/Airman's Signature _____ Date _____

NOTE: If required information (e.g. textbook name, etc.) is not contained within the reimbursement packet documents (see above), a letter or email correspondence from the school or the Service Member's professor explaining the deficiency will suffice as proof of requirement.