



Amherst County Public Schools  
PO Box 1257, Amherst, VA 24521  
Office of Human Resources  
Phone: 434-946-9376 Fax: 434-946-9346



Reimbursement Request

For Criminal Records Background Check Cost

Substitutes are eligible for reimbursement of the cost of the criminal background check if:

- **The substitute works 20 full days**
- **The 20 full days must be worked within 1 calendar year from when the background check was processed**
- **Submit completed form to Jody Kendrick (Payroll and Benefits Coordinator – School Administration Building)**

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City Zip Code

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Please list the dates worked:  
(Must be 20 full days, use an asterisk (\*) to denote half days)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature of Employee

Date

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
Verified by Payroll

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Date

Amount to be reimbursed

\$ \_\_\_\_\_