

Deputy Sheriffs' Association Textbook Reimbursement Form

Textbook Reimbursement Requirements for Eligibility

- The DSA will reimburse members attending a credited University for a B.A, BS or Master's degree for purchase or rental of books.
 - You must attach copies of the receipt(s) for all requested reimbursements.
- The receipt(s) should be submitted within 10 days of the end date for the class. If over 10 days from the end of class date, the DSA cannot accept the reimbursement form request.
 - Must include class schedule
 - No retroactive payments will be issued.
 - The DSA does not reimburse for tuition.

To review the standing rules, please see page 2

Please provide the following information regarding your request for reimbursement from the Deputy Sheriffs' Association. Once completed submit to Yvonne Waller (ywaller@dsasd.org).

Requestor's Name: _____ Date: _____

Street: _____ City: _____ Zip: _____

Telephone: _____ Cell Phone: _____ (where can we reach you)

DSA Member? Yes No (Please circle one)

Total Reimbursement Amount Requested: \$ _____

College or University Name: _____

Degree: _____

Class End Date(s) (list all below) :

TEXTBOOK NAME	CLASS	COST

If approved, check should be made payable to: _____

_____ Mail Check to above address (PLEASE INCLUDE ADDRESS)

_____ Pick up check at the DSA

Deputy Sheriffs' Association Standing Rules

Section 2: DSA MEMBER UNIVERSITY BOOK REIMBURSEMENT PROGRAM

- 1) The DSA will reimburse members for the purchase or rental of textbooks related to a B.A., B.S. or Master's degree.
 - a. Must be a member in good standing
 - b. Member will be required to provide proof of enrollment in an Accredited College Program.
 - c. Textbooks related to the degree are eligible for reimbursement
 - d. Member must complete the DSA expense form, attached proof of purchase for each book and submit to the DSA within 10 days of the end of class.