



# Utah's Challenge to Do the Write Thing!

Utah Board of Juvenile Justice • Utah State Capitol Suite E330 • Salt Lake City, UT 84114  
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## 2019-2020 POSTAGE REIMBURSEMENT REQUEST FORM

*Optional*

Please complete form and include itemized receipts.  
Form and itemized receipt(s) can be submitted via mail or fax to UBJJ (contact info above).  
Documents can also be emailed to dtwt@utah.gov.

### TEACHER'S INFORMATION

Teacher's First Name: \_\_\_\_\_ Teacher's Last Name: \_\_\_\_\_

Teacher's Mailing Address\*: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Teacher's Phone Number: \_\_\_\_\_ Teacher's Email: \_\_\_\_\_

Teacher's School: \_\_\_\_\_

*\* Address where reimbursement check should be sent.*

### REIMBURSEMENT INFORMATION

Date packaged was shipped and name of servicer: \_\_\_\_\_

Reimbursement amount requested: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

### **PLEASE INCLUDE ITEMIZED RECEIPT(S)**

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*CCJJ use only*

CCJJ Official Approval: \_\_\_\_\_ Date: \_\_\_\_\_