



SOUTHERN WILL COUNTY
COOPERATIVE for SPECIAL EDUCATION

Snack Fee Receipt Guidelines

- **Pay for SOWIC items separately! The receipts should only have SOWIC items. Do not add SOWIC items to your personal orders.**
- **Do not highlight the receipts, it will either black it out or erase the item on the receipt.**
- **A receipt recap form must ALWAYS accompany your Check Request.**
- **Remember, your Snack Fee is to be used for *food and cooking items only*, not for classroom supplies.**
- **SOWIC cannot reimburse sales tax, please do not include it in your recap or check request.**
- **All requests MUST be signed by your administrator prior to submission for reimbursement.**
- **When sending in your Spring Receipts if you did not spend the full amount please send a check made out to SOWIC for the difference**
- **If any of the above guidelines are not followed the request will not be processed and returned.**