Agreed Reimbursement Record

Identify the actual purchase and the prior agreement.

Record the existing agreement and actual purchase, then confirm what remains owed before treating the reimbursement as complete.

Hypothetical example: An adult buys an agreed shared supply, separates one unapproved item on the receipt, and confirms the remaining reimbursement before marking it complete.

01 Begin with the agreement that existed

Identify the actual purchase and the prior agreement.

Purchase purpose

Purchasing adult

Agreement already made

Receipt date

02 Read the actual receipt

Check the receipt and separate approved items from questions.

Actual receipt total

Approved items

Item needing clarification

Question for the other adult

Agreed Reimbursement Record / Review & follow-through

03 Confirm the remaining handoff

Confirm the amount and handoff with the responsible adult.

Amount confirmed

Person confirming

Agreed handoff

Expected review date

04 Record actual completion

Record completion only after the actual reimbursement is verified.

Actual completion

Confirmation received

Unfinished question

Record location