

***Bedford County Department of Fire & Rescue  
1185 Turning Point Road  
Bedford, Virginia 24523  
Phone: (540)587-0700  
Fax: (540) 586-2176***

**REIMBURSEMENT REQUEST FORM  
For Fax Lines**

**DEPT. NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**CONTACT PHONE #:** \_\_\_\_\_

**PERSON COMPLETING FORM:** \_\_\_\_\_

**FAX LINE #:** \_\_\_\_\_

**TOTAL REIMBURSEMENT REQUESTED: \$** \_\_\_\_\_

*\*\* Note: Original Receipts Must Be Submitted With Reimbursement Request  
We operate on a fiscal year July 1-June 30. Receipts must be submitted no later than July 30<sup>th</sup> of each  
calendar year.*