

REIMBURSEMENT REQUEST

(Please write neatly and legibly to ensure a prompt reimbursement)

Person/Company to be reimbursed:

Phone Number _____

Committee/Budget Item _____

Reimbursement Check # _____
Date of Reimbursement: _____
Total Reimbursement: _____
TREASURER/OFFICER USE ONLY

	Dollar Amount to Be Reimbursed
Receipt 1	
Receipt 2	
Receipt 3	
Total Requested Reimbursement	

Description of Items purchased and Event _____

___ Please send check home w/ _____ in _____'s class.
Student name teacher

___ Please call me to make arrangements for my reimbursement.

<p>Please Staple Receipt Here</p>	<p>Please Staple Receipt Here</p>	<p>Please Staple Receipt Here</p>
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***** Please use additional form is more than 3 receipts *****

**** THANK YOU ****