



Request with receipts must be submitted within 60 days of event or before June 30th of current school year.
 After completion, please submit to the school office for processing.
 No reimbursements will be made for expenses that are over budget.

1. REASON FOR REQUEST (CHECK ONE)

Check Request

Reimbursement Request

2. BUDGET LINE ITEM (CHECK ONE)

Hospitality

Special Friends Day

Hot Lunch

Spirituality - Retreat

Jog A Thon

Sports

Legacy of Learning

Teacher Appreciation

Linens

Trading Post

President

VP Fundraising

President Elect

VP School Affairs

School Picnic

VP School Communications

Scrip

VP Spirituality

Secretary

Welcome Committee

Shoe Box Science

Yearbook

Other

3. DETAILS (ALL FIELDS MUST BE FILLED OUT):

Date: _____

Amount: _____

Contact Number for Requestor: _____

Check Payable to: _____

Name of Requestor: _____

Pick Up at School

Send Home w/Student

Mail Home

(Student name or Home address: _____)

4. DESCRIPTION OF EXPENSE / CHECK REQUEST (OPTIONAL)

THIS SECTION FILLED OUT BY PARENT GUILD TREASURER:

PG Treasurer Approval Signature: _____

Date Received: _____

Check #: _____

Check Issue Date: _____

Amount: \$ _____