

Please staple receipts or an invoice behind this corner.

*****Forms cannot be accepted without receipts or an invoice.*****

Treasurer Only:
Date:
Check :
QB :

CHECK REQUEST

JERABEK FFO

2017-2018 SCHOOL YEAR

Make Check Payable To: _____

Project/Event: _____

Please mark Yes or No: *This reimbursement is budgeted for 2017-2018* YES NO

<u>Articles Purchased</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____

**Be sure to include an itemized list of all expenses being reimbursed. Use back of form if needed.*

Total Reimbursement Due: _____

Event Chair or Board Member Approval/Signature: _____

FFO Board Member Approval/Signature: _____

**2nd signature only required if reimbursing an event chair, no 2nd signature required for invoices paid direct to vendor*

Please attach invoices or receipts for expenditures to this form. The request should be signed by the event chair. If the event chair is requesting reimbursement for themselves then one additional FFO board member must also sign. **Unsigned forms or forms without receipts will be returned unpaid.**

Please submit request to Vanessa Neville. Requests may be left in the Treasurer's green basket in the FFO Office or emailed to svenn13@hotmail.com.

Checks are typically cut once a week, so please plan ahead for your event. Requests received by Tuesday will be delivered or mailed on Friday.

Parents: Checks will be sent home in your child's green folder. Please include the following information:

Your Name: _____ Teacher: _____ Room #: _____ Child's Name: _____

Please submit all requests for reimbursement as soon as possible after the expense is incurred. We will be unable to pay expense requests submitted after the fiscal year end. **Last day to submit check requests will be Tuesday, June 5th, 2018. Thanks for your work on behalf of Jerabek!**