

Please attach receipts or an invoice to emailed form.

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

Treasurer Only:
Date:
Check :
QB :

# CHECK REQUEST

## JERABEK FFO

### 2020-2021 SCHOOL YEAR

Make Check Payable To: \_\_\_\_\_

Project/Event: \_\_\_\_\_

Please mark Yes or No: *This reimbursement is budgeted for 2020-2021*      **YES**      **NO**

Articles Purchased	Amount

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

*\*2<sup>nd</sup> signature only required if reimbursing an event chair, no 2<sup>nd</sup> signature required for invoices paid direct to vendor.*

Please attach invoices or receipts for expenditures to this form via email. 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.** Approval signatures may be done virtually via email.

Please submit request to Vanessa Neville. Requests should be emailed to [svenn13@hotmail.com](mailto:svenn13@hotmail.com).

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

**Parents:** Payments will be mailed or Venmo'ed. Please notate address or Venmo handle below:

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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 1st, 2021.**

**Thank you for your continued work on behalf of Jerabek!**