

Please scan receipts or an invoice and include with emailed form.

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

Treasurer Only:
Date:
Check :
QB :

# TEACHER REIMBURSEMENT

## JERABEK FFO

### 2020-2021 SCHOOL YEAR

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

Please circle that which applies:

Classroom Grant - Teacher? \_\_\_\_\_

Grade Level Enhancement - Grade? \_\_\_\_\_

Articles Purchased

Amount

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**Total Reimbursement Due:** \_\_\_\_\_

Teacher Approval/Signature: \_\_\_\_\_

Please attach invoices or receipts for expenditures to this form. **Unsigned forms or forms without receipts will be returned unpaid.**

Please submit requests to Vanessa Neville [svenn13@hotmail.com](mailto:svenn13@hotmail.com).

Checks can be mailed or Venmo'ed. Please notate address or Venmo handle below:

\_\_\_\_\_

**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.**

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.**

**Thanks for your work on behalf of Jerabek!**