

Please attach receipts or an invoice to emailed or physical form.

Forms cannot be accepted without receipts or an invoice.

Treasurer Only:
Date:
Check :
QB :

CHECK REQUEST

JERABEK FFO

2023-2024 SCHOOL YEAR

Make Check Payable To: _____

Project/Event: _____

Please mark Yes or No: *This reimbursement is budgeted for 2023-2024* **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: _____

**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 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. **Forms without receipts will be returned unpaid.** Approval signatures may be done virtually via email.

Please submit request to the FFO Reimbursements Treasurer. Requests should be emailed to **treasurer@jerabekffo.org**

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 can be sent home with your child, or mailed, or Venmo'ed. Dependent on your choice of delivery, please notate oldest child's name and teacher, or address, or Venmo handle below:

Please submit all requests for reimbursement as soon as possible after the expense is incurred. Expenses for the current year will not be paid if submitted after fiscal year end.

Last day to submit check requests will be Tuesday, May 28th, 2024.

Thank you for your continued work on behalf of Jerabek!