

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 :

TEACHER REIMBURSEMENT JERABEK FFO 2023-2024 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. **Forms submitted without receipts will be returned unpaid.**

Please submit electronic requests to the FFO Reimbursements Treasurer at treasurer@jerabekffo.org or place physical copies in green FFO bin in front office.

Checks can be delivered to school or Venmo'ed. If you choose Venmo, please notate 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, May 28th, 2024.

Thank you for your work on behalf of Jerabek!