

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 : _____

JERABEK FFO REIMBURSEMENT REQUEST

2024-2025 SCHOOL YEAR

Name: _____ Email: _____

Select Reimbursement Method

Venmo Handle & Last 4 digits of phone number: _____

Check Payable To: _____

To send check home with oldest student, enter their name and teacher: _____

OR enter your mailing address: _____

Project/Event: _____

Is this reimbursement budgeted for 2024-2025? Yes No

Items Purchased	Amount
TOTAL REIMBURSEMENT DUE	

*Use page 2 for additional items

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.

Submit invoices or receipts for expenditures with this form. This form 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.** Electronic signatures are permitted.

Submit requests to the FFO Reimbursements Treasurer at 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.

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.

The last day to submit reimbursement requests will be Tuesday, May 20th, 2025.

