

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 TEACHER REIMBURSEMENT REQUEST

2024-2025 SCHOOL YEAR

Name: _____

Email: _____

Select Reimbursement Method

Venmo Handle & Last 4 digits of phone number: _____

Check Payable To: _____

Classroom Grant – Teacher: _____

Grade Level Enhancement – Grade: _____

Items Purchased	Amount
TOTAL REIMBURSEMENT DUE	

*Use page 2 for additional items

Teacher Approval/Signature: _____

Submit invoices or receipts for expenditures with this form. **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.

