

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

Date:

QB :

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Venmo Handle & Last 4 digits of phone number:

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

OR enter your mailing address:

Project/Event: \_\_\_\_\_

Reimbursement budgeted for this school year?	Yes	No
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100. How much?		

Items Purchased	Amount
<b>TOTAL REIMBURSEMENT DUE</b>	

\*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](mailto: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.

**Itemized List continued.**

[illegible]

**\*Combine total from Page 2 into Total field on Page 1**