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

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

## JERABEK FFO TEACHER REIMBURSEMENT REQUEST

Treasurer Only Date:
Check:
QB:

Name:	Email:	
Select Reimbursement Method		
Venmo Handle & Last 4 digits of phone number:		
Check Payable To:		
Classroom Grant – Teacher:	Grade Level Enhancement – C	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 <a href="treasurer@jerabekffo.org">treasurer@jerabekffo.org</a>. 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.

Items Purchased	Amount

<sup>\*</sup>Combine total from Page 2 into Total field on Page 1