Skyview Upper Elementary – Home & School Association

**H&S REQUEST FOR REIMBURSEMENT/CHECK REQUESTS**

**Thank you for your volunteer efforts!**

* If you are requesting reimbursement for multiple committees or events, please fill out a separate form for each one
* Submit to the Treasurer (contact info below) via the Main Office
* If there are more than 3 receipts, please a sheet that shows each receipt amount and the total

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee/Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Request: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Made Payable to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send check to me via (circle one):

1. Home & School bin in the office
2. My child through his/her teacher:

 Child’s Name/Grade/Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Via US Mail to my home (least preferred method):

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receipts or invoices must be attached!  Reimbursement will not be made without proper documentation.

* If you have questions, please contact the Skyview Treasurer at skyviewhstreasurer@gmail.com.
* The H&S Executive Board reserves the right to audit all requests for reimbursement. Unnecessary or unauthorized expenses (for example: external vendors, etc.) assumed by a Chair and/or Committee without Board approval may result in partial or non-payment.

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