

Skyview Upper Elementary – Home & School Association

H&S REQUEST FOR REIMBURSEMENT/CHECK REQUESTS

Congratulations, your Mini-Grant has been approved!

- Submit to the Treasurer (contact info below) via the Main Office
- If there are more than 3 receipts, please provide a sheet that shows each receipt amount and the total

From: _____

Date: _____

Mini Grant: _____

Amount of Request:\$ _____

Check Made Payable to: _____

Please send check to me via (circle one):

1. Mailbox in the office
2. Via US Mail to my home:

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 over the originally approved Mini-Grant request without Board and Principal approval may result in partial or non-payment.

Thank you for your time and effort!

Skyview Treasurer

skyviewhstreasurer@gmail.com