

Eagleville 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 School Office
- If there are more than 3 receipts, please use a sheet that shows each receipt amount and the total

From:

Date:

Committee/Event:

Amount of Request:

Check Made Payable to:

Please send the check to me via (circle one):

1. Home & School bin in the office (just put it in my mailbox please!)
2. My child through his/her teacher:
Child's Name/Grade/Teacher _____
3. Via US Mail to my home (least preferred method):
Address: _____

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

- The H&S Executive Committee reserves the right to audit all requests for reimbursement. Unnecessary or unauthorized expenses or expenses over budget assumed by a Chair and/or Committee without Executive Committee approval may result in partial or non-payment.

**If you have questions, please contact
Eagleville Home & School Treasurer at Eaglevilletreasurer28@gmail.com**