

## GENERAL H&S REQUEST FOR REIMBURSEMENT

Please fill out the following information, attach receipts or a clear copy of receipts.  
Then place in the treasurer's mailbox which is located in the office on the H&S table.

Date \_\_\_\_\_

Name \_\_\_\_\_

Amount of Request \_\_\_\_\_

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

\*Note – if you are requesting reimbursement for multiple committees or events, please fill out a separate form for each. This will ensure all monies are dispersed from the proper account.

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

Address \_\_\_\_\_

(N/A for Worcester staff)

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

\*Please label receipts with a number and itemize amounts per receipt:

Receipt #   1   = \$ Amount: \_\_\_\_\_      Receipt # \_\_\_\_\_ = \$ Amount: \_\_\_\_\_

Receipt #   2   = \$ Amount: \_\_\_\_\_      Receipt # \_\_\_\_\_ = \$ Amount: \_\_\_\_\_

Receipt #   3   = \$ Amount: \_\_\_\_\_      Receipt # \_\_\_\_\_ = \$ Amount: \_\_\_\_\_

Receipt # \_\_\_\_\_ = \$ Amount: \_\_\_\_\_      Receipt # \_\_\_\_\_ = \$ Amount: \_\_\_\_\_

Receipt # \_\_\_\_\_ = \$ Amount: \_\_\_\_\_      Receipt # \_\_\_\_\_ = \$ Amount: \_\_\_\_\_

When possible, please wait until you have accumulated \$25 in receipts before submitting this form.  
If you have questions, please contact Nikki Ferraro at [worcesterelementarytreasurer@gmail.com](mailto:worcesterelementarytreasurer@gmail.com).

\*Note:

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. Please refer to the POW, the By-Laws or the H&S Handbook for procedures.