**GENERAL H&S REQUEST FOR REIMBURSEMENT**

**Please fill out the following information, attach receipts or a clear copy of receipts.**

**Please email form and receipts to H&S treasurer** (worcesterelementarytreasurer@gmail.com) or place in H&S mailbox in the main office

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 # \_\_2\_\_ = $ Amount: \_\_\_\_\_Receipt # \_\_3\_\_ = $ Amount: \_\_\_\_\_Receipt # \_\_\_\_\_ = $ Amount: \_\_\_\_\_Receipt # \_\_\_\_\_ = $ 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 Ann Campbell at worcesterelementarytreasurer@gmail.com,

 Treasurer of Worcester Home and School

\*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.