

# Parent Connections Reimbursement Form

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

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Description of what was purchased: \_\_\_\_\_  
(i.e. food, plates, napkins, decorations etc.)

Where purchased: \_\_\_\_\_ Amount: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total: \_\_\_\_\_

Reimburse:

Name: \_\_\_\_\_

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

\_\_\_\_\_

Parent Connections sign off: \_\_\_\_\_

\_\_\_\_\_

Reimbursement process:

Fill out reimbursement request form and attach receipt to form.

Send completed form and receipt to school to the attention of Parent Connections.

Parent Connections board will verify expense and submit request to appropriate person.

Check will be mailed to person indicated on form.