

Providence Reimbursement Request Form

Please complete the following form if reimbursement is requested for PTF, Auction, Hot Lunch and/or Extracurricular Activities such as Field Trips or Protocol.

Copies of appropriate receipts required for reimbursement. Please return this form to school bookkeeper, allowing 2 weeks for processing of reimbursements. Receipts **MUST** be turned in within same fiscal year to be considered for reimbursement.

Date of request: _____

Name of person to reimburse: _____

<u>Vendor (i.e. Costco):</u>	<u>Date:</u>	<u>Amount:</u>	<u>School related event **</u>
	Total:		

***i.e. PTF, Auction, Hot Lunch, Field Trips, drama, etc (if PTF, please make sure to indicate the specific PTF event)*

Please annotate items on your receipt(s) that are unclear. Example: Receipt shows “Misc. item - \$7.29” and this amount was for napkins. Write “Napkins/Open House” next to \$7.29 on the receipt. Whenever possible, please purchase school-related items separately from personal items. When not possible, be sure to highlight only those items for either donation or reimbursement. Please add taxes when totaling your amount for reimbursement, if applicable.