

# 2017/18 Request for Classroom Reimbursement

## Dingeman Elementary School FFC

Requests must be submitted before June 1, 2018 to receive payment.

1. Please see reverse for qualifying reimbursements.
2. All requests must first be authorized by Dingeman Principal or Vice Principal – please obtain signature BEFORE submitting to the FFC.
3. Itemized receipts must accompany request – please keep a copy for your records.
4. Completed & signed forms should be placed in FFC Treasurer’s folder, in the FFC crate located in the workroom. Signed Form must be submitted by Thursday to receive reimbursement the following week.
5. Please contact FFC Treasurer with questions treasurer@Dingeman.Net

Authorized by Principal/ Vice Principal: \_\_\_\_\_

Date Submitted \_\_\_\_\_

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

Contact e-mail & phone: \_\_\_\_\_

Make Check payable to: \_\_\_\_\_

Method of Payment -  In Person  Mailed (if Mailed please attach a self-addressed and stamped envelope)

DATE Purchased	ITEMS	AMOUNT

TOTAL Reimbursement: \$ \_\_\_\_\_

Amount remaining in fund: \$ \_\_\_\_\_

For FFC Internal Use:

Date Paid: _____	Check #: _____	2 <sup>nd</sup> Approval: _____
Expensed To: _____	Comments: _____	
Payment Received: _____	Date: _____	

## Qualifying Reimbursements

ALL requests should be for items that will directly support and enhance instruction for the children, including books, magazines, instructional supplies, organizational materials, etc.

Non-consumable items must remain at Dingeman.

Please submit original receipt with reimbursable items highlighted and total noted.

At this time requests for conferences are not available for reimbursement.