

# 2017/18 Request for Labor Reimbursement

## Dingeman Elementary School FFC

Tax forms (W9 or similar – check [www.irs.gov](http://www.irs.gov) ) need to be attached at the beginning of each year and requests must be submitted before June 1<sup>st</sup> 2018 to receive payment.

Name: \_\_\_\_\_ Contact email and phone: \_\_\_\_\_

Date submitted: \_\_\_\_\_ Budget line item to be debited: \_\_\_\_\_

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

Completed forms should be placed in FFC Treasurer's folder, in the FFC crate located in the workroom.  
Checks will be disbursed in person.

DATE	TIME	CLASSROOM or TEACHER	Description of service provided (problem, solution, training, platform, event, lesson, topic, # of students involved)	RATE	HOURS	TOTAL

Continue on reverse if necessary.

For FFC Internal Use:

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

