

# 2017-2018 Request for NON-Labor Reimbursement

## Dingeman Elementary School FFC

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

1. Signed Form must be submitted by Thursday to receive reimbursement the following week.
2. Please contact FFC Treasurer with questions - [treasurer@Dingeman.Net](mailto:treasurer@Dingeman.Net)

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

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

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

Event/Budget line item to be taken from: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Payment Deliver -  In Person  Mailed

(If mailed, please attach a self-addressed and stamped envelope)

- \* ITEMIZED receipts MUST accompany request AND AUTHORIZED by FFC Committee Chair responsible for event.
- \* Please attach receipts in order listed below & retain a copy for your records.
- \* Completed forms should be placed in FFC Treasurer's folder, in the FFC crate located in the workroom.

| Date Purchased | Item | Amount |
|----------------|------|--------|
|                |      |        |
|                |      |        |
|                |      |        |
|                |      |        |

Continue on reverse if necessary

Total Reimbursement: \$ \_\_\_\_\_

**Authorized by FFC Committee Chair:**

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

Signature: \_\_\_\_\_

For FFC Internal Use:

|                   |           |               |
|-------------------|-----------|---------------|
| Date Paid:        | Check #:  | 2nd Approval: |
| Expensed To:      | Comments: |               |
| Payment Received: | Date:     |               |

