

Request for Classroom Reimbursement

Dingeman Elementary School FFC

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

Please see reverse for qualifying reimbursements.

All requests must first be authorized by Dingeman Principal or Vice Principal – Please obtain signature BEFORE submitting to the FFC.

Itemized receipts must accompany request – please keep a copy for your records.

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 (Please attach a self-addressed and stamped envelope)

DATE Purchased	ITEMS	AMOUNT

Continue on Reverse if necessary

TOTAL Reimbursement: \$ _____

Amount remaining in fund: \$ _____

For FFC Internal Use:

Date Paid: _____	Check #: _____
Expensed To: _____ Comments: _____	
Payment Received: _____ Date: _____	

