



Family Faculty Connection of Dingeman Elementary

11840 Scripps Creek Drive, San Diego, CA 92131

Email: president@dingeman.net or treasurer@dingeman.net

PAYMENT REQUEST FORM

Instructions:

- Copy receipts onto 8.5x11 paper
- Submit this form and receipts by either 1) email with scanned receipts to Principal, or 2) Place in FFC mailbox in Work Room. Questions to: treasurer@dingeman.net

Request Type (please select one):

Classroom/Staff Reimbursement: _____

Grade-Level Grant Reimbursement for: _____

Non-Labor Reimbursement: _____

Payment to Vendor: _____

Request Date: _____

Requestor Name: _____

Requestor Phone: _____

Requestor Email: _____

Check Payable to: _____

Mailing Address: _____

Date	Description	Budget Line	Amount

Total \$

Comments:

FFC USE ONLY

Date Paid: _____

Check #: _____

Admin Approval: _____

Expensed to: _____

2nd Approval: _____
