

Request for Classroom Reimbursement

Dingeman Elementary School FFC

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

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: _____

