

2022-2023 Request for NON-Labor Reimbursement

Dingeman Elementary School FFC

Requests must be submitted before June 1st, 2023 to receive payment

1. Signed Form must be submitted by Thursday to receive reimbursement the following week. 2. Please contact FFC Treasurer with questions - dingeman.treasurer@gmail.com

Date Submitted: _____

Name: _____

Contact e-mail & phone: _____

Event/Budget line item to be taken from: _____

Make check payable to: _____

Payee's mailing address: _____

Payment Delivery - In Person 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 scanned and emailed to dingeman.treasurer@gmail.com

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:	

