



Teacher Reimbursement Request Form

- All receipts and invoices must be attached to this form.
- All expenses and check requests require the signature from the Principal.
- Allow a minimum of ten (10) business days to process requests.
- Reimbursement checks can be picked up, delivered, or mailed via U.S. Postal Service.
Please contact the BPC Treasurer to make arrangements.
- Vendor-Entertainment checks will be mailed to the address listed on invoice only.
- **Sales tax will not be reimbursed since we are a 501(c)(3).** Use tax exempt form when purchasing.

****Reimbursement requests must be submitted two weeks before the last day of school.**

Today's Date: ____/____/____ Requester's Name: _____

Email: _____ Phone: _____

Principal Signature: _____ Date: ____/____/____

Notes/Comments: _____

***EMAIL OR PHONE # FOR ZELLE PAYMENT:** _____

CHECK ONLY: MAKE CHECK PAYABLE TO: _____

AMOUNT OF CHECK: \$ _____

MAIL CHECK TO: _____

- **NO REIMBURSEMENT CHECK NEEDED – BPC CREDIT CARD WAS USED TO MAKE THIS PURCHASE**

ITEM(s)	VENDOR/STORE	AMOUNT(s)

TO BE COMPLETED BY BPC TREASURER:

Date Received:		Invoice Date:	
Amount Paid:		Check Number:	
Line Item:			

Send questions to treasurer@brookparkcouncil.org or <http://www.brookparkcouncil.org>

**The Brook Park Council is a 501(c)(3) tax-exempt organization.
Tax exemption identification number: E9948-2738-04.**



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Updated 04/27/2023.

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