



HPUMC DAY SCHOOL

Parents' Club Expense Reimbursement Form

The Parents' Club is a TAX-EXEMPT organization. Sales Tax will not be reimbursed. Form must be accompanied by original receipts/documentation to obtain reimbursement.

PLEASE PRINT

Send Check To: _____ Address Below _____ or _____ Day School Front Desk

Date: _____

Requested By: _____

Make Check Payable To: _____

Address: _____

City: _____ State: _____ Zip: _____

Committee: _____ Committee Chair Signature _____

	Date	Vendor	Description	Event/Committee	Amount (Less tax)
1					
2					
3					
4					
5					
6					
				TOTAL:	\$

Administrative Use Only:

Approved By: _____

Check #: _____

Amount: _____

Date Written: _____