

# Sequoia Parents Club Reimbursement Request Form

To request reimbursement, please complete and return this form to the Sequoia Parents Club Treasurers via email to [sequoiaparentsclubSPC@gmail.com](mailto:sequoiaparentsclubSPC@gmail.com).

Requests for reimbursement and all supporting documentation (receipts/invoices) must be submitted by the 1<sup>st</sup> of every month in order to be considered at the monthly meeting (typically on the 2<sup>nd</sup> Thursday). Upon completion, click the Submit Form button above. Attach receipts/invoices before sending.

## Contact Information

Person(s) Requesting Reimbursement

Role(s)

Phone Number

Email address

Date of Request

Amount of Request

What is this reimbursement request for?

Classroom Supplies

Read-A-Thon

Spirit Wear

Walk-A-Thon

Garden

Fine Arts Day

School Beautification

Teacher Appreciation

Technology

Student Appreciation

6<sup>th</sup> Grade

Other

Describe use below:

For SPC use only

Reimburse?

Yes

No

Amount

Date

Sequoia Parents Club Signature