



DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_

Friends of Forest Park Elementary is a non-profit charitable organization (501)(c)(3) tax ID #20-1975263

## REIMBURSEMENT FORM

**I'M IN! We're ALL IN for our kids!**

Please complete the following form and include receipts and/ or invoices. You may email your completed form and scanned receipts to [fpeftreasurer@hotmail.com](mailto:fpeftreasurer@hotmail.com) or put it in the Foundation drawer in the school office. **THANK YOU!**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

PROJECT/ EVENT: \_\_\_\_\_

TEACHER'S NAME (If your donation is a part of the art auction): \_\_\_\_\_

DESCRIPTION OF ITEMS PURCHASED FOR REIMBURSEMENT: \_\_\_\_\_

CHECK ONE: ☐ Expense Reimbursement ☐ In-Kind Donation

TOTAL TO BE REIMBURSED (A copy of receipts and invoices MUST be included and will not be returned): \$ \_\_\_\_\_

TOTAL VALUE OF IN-KIND DONATION: \$ \_\_\_\_\_

SIGNATURE

SIGNATURE (Head of Project)

PRINT NAME

PRINT NAME

DATE

DATE

**NOTE:** Two signatures are required above. Checks will be payable to the above-named party, unless otherwise requested. Please note that payment may come directly from the bank rather than from the Foundation. All attempts will be made by the Foundation to issue the check within a week of receiving the request. However, please allow for up to a month for reimbursements.

### FOR SCHOOL USE ONLY

DATE: \_\_\_\_\_ CHECK NUMBER/ ONLINE BILL PAY: \_\_\_\_\_ ISSUED BY: \_\_\_\_\_