

Ready, Set, Grow! Preschool Reimbursement Request

Date: _____

Please attach all receipts to this reimbursement request and please be sure to list all receipts separately below

Make Check Payable to: _____ Position: _____

Requested by: _____ Was this a Board Request? Y N

In the area provided below please give a description of what this purchase was for. If you have multiple expenses on one receipt please be sure to separate each expense.

Example: If you are the Shopping Mom your form may need to be broken down by category (office supplies, cleaning supplies, classroom decorating, etc.)

1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
	Total \$ _____

President's Signature _____

Treasurer's Signature _____

Secretary's Signature _____

OFFICE USE ONLY

Paid with Check # _____

**Ready, Set, Grow! Preschool
Reimbursement Request**

Paid with Check # _____