

# INGLEWOOD HOME & SCHOOL CHECK REQUEST FORM

## REIMBURSEMENT GUIDELINES

- You must submit a receipt/invoice in order to be reimbursed.
- When a purchase is made, complete the form below, attach receipt/invoice and place in the Home and School mailbox or send in with child in an envelope marked Home & School, Attn: Treasurer.
- When requesting a check prior to getting the receipt (e.g. a field trip), please submit the name of the vendor/organization the check is to be written to and the EXACT amount. You will need to submit the receipt once the activity is over.
- Please allow one week for processing.
- All requests for reimbursement must be submitted within 30 days of event.

Questions? Contact Juliana Krauss 267-251-3500 or [Juliana.krauss@rockit.global](mailto:Juliana.krauss@rockit.global)

### CHECK INFORMATION

Payee: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Address: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Date Needed By \_\_\_\_\_

Committee/Event: \_\_\_\_\_

Explanation of Expense: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

How should payment be made?

\_\_\_\_\_ Mail check directly to home/business listed above

\_\_\_\_\_ Return check to requestor via child's teacher

Child's name: \_\_\_\_\_

Teacher/Grade: \_\_\_\_\_

#### Treasurer's Use Only

Received: \_\_\_\_\_

Check Number: \_\_\_\_\_

Date Written: \_\_\_\_\_

Delivered: \_\_\_Mail \_\_\_Hand