



FRIENDS of FPE
Forest Park Elementary

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 fpftreasurer@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: _____