

# St. James Episcopal Day School Parents Guild

## Reimbursement Form

1. Date: \_\_\_\_\_
2. Name of person to be reimbursed: \_\_\_\_\_
3. Amount to be reimbursed: \$ \_\_\_\_\_
4. Reimbursement Category:
  - Carnival
  - Bingo
  - Grandparents Day
  - Parent Appreciation
  - Staff Appreciation Day
  - Teacher Appreciation Day
  - Teacher Luncheon
  - Teacher Birthday
  - Spring Gala & Auction
  - Spirit Store
  - Other \_\_\_\_\_
5. Circle one:
  - I would like to receive my check via mail OR It's ok to send via backpack mail
  - If backpack mail: Child's Name \_\_\_\_\_ Child's Teacher \_\_\_\_\_

### **Reimbursement Guidelines:**

1. For quicker reimbursement, send the above information and a copy of your receipt to PG Treasurer, **Martha Vasquez** ([marthawhitevasquez@gmail.com](mailto:marthawhitevasquez@gmail.com)). Otherwise, fill out this form and attach original receipt and place in Parents Guild Box, in staff mailbox room.
2. Request for reimbursement must be submitted **within 2 months of date on receipt**. All April & May receipts are due immediately.
3. Receipts should not contain non-reimbursable items. (Ex. Milk you bought for your household)