

Request for Reimbursement
Sprouting Seeds School

Make check payable to: _____
(Please print)

Signature of requestor: _____

“When possible, choose the least expensive”.

Please help us categorize your expense per item:

- a. General classroom supply item (TP, paints, vacuum bags, trash bags)
- b. Seeds specific supply item (pedometers, plaster, etc.)
- c. Copies or Supplies for General Administration
- d. Copies for Seeds curriculum
- e. Other

Description of each item (Please attach all receipts)	Category	Amount
1. _____	_____	_____
_____	_____	_____
_____	_____	_____
2. _____	_____	_____
_____	_____	_____
_____	_____	_____
3. _____	_____	_____
_____	_____	_____
_____	_____	_____
		Total _____

Please submit to board co-chair for approval

Approved Signature: _____ Date _____
Check number: _____ Date _____