



Washington Park  
EARLY LEARNING CENTER

## REIMBURSEMENT REQUEST

**Please fill out this form completely.** List each expense separately, choose the Expense Category from the list below, and attach your receipt(s). Return to the Treasurer – either scan and email all documents to [treasurer@wpelc.org](mailto:treasurer@wpelc.org) (preferred) or put in the Treasurer's mailbox. A reimbursement check will be mailed to your address on file. Please keep a copy of this form for your records.

Expense Category	Amount	Date	Description

<b>TOTAL AMOUNT</b>		<b>DATE OF REQUEST</b>	
<b>CHECK PAYABLE TO</b>			

### EXPENSE CATEGORIES (Please categorize each receipt)

Maintenance Supplies	Education Committee	Auction Expenses
Playground Supplies	Enrichment Committee	Grocery Card Expenses
Consumable Supplies	Publicity/Advertising	Other Fundraising Expenses
Permanent Supplies	Printing (Publicity)	Classroom Activities (PT, EL, PS)
Office & Banking Supplies	Website	Photo Development/Film
Summer Camp Supplies	Social Events/Picnic Permit	Class Pictures
Summer Camp Snack	Renewals – License/Fees	Professional Development
Nonrecurring Expenses	Background Checks	Other Expenses

### TREASURER NOTES

<b>DATE PAID</b>		<b>CHECK #</b>	
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