

WPELC REIMBURSEMENT REQUEST

Please fill out this form completely. List each expense separately, choose the Expense Category from the list below, briefly describe purchased items, and attach your receipt(s). If there are multiple categories on one receipt, please parcel those out. Submit to the Office Manager – either scan and email all documents to kara@wpelc.org or return hard copies to the admin office. Once reviewed and approved, a reimbursement check will be issued and mailed to your address on file. Reimbursement requests will be filed in the office and/or electronically.

EXPENSE CATEGORY	AMOUNT	DATE	STORE & ITEM DESCRIPTION

TOTAL AMOUNT OF REQUESTED REIMBURSEMENT:		DATE REQUEST SUBMITTED:	
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CHECK PAYABLE TO:	
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EXPENSE CATEGORIES (Categorize each receipt; parcel out individual items on one receipt if multiple categories used)

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| ACTIVITY: EL CLASSROOM | GROCERY CARD PROGRAM EXPENSES | PLAYGROUND SUPPLIES |
| ACTIVITY: PS CLASSROOM | MAINTENANCE SUPPLIES | PRINTING/PHOTO DEVELOPMENT |
| ACTIVITY: PT CLASSROOM | NONRECURRING EXPENSES | PROFESSIONAL DEVELOPMENT |
| AUCTION EXPENSES | OFFICE & BANKING SUPPLIES | REQUIRED TRAINING |
| BACKGROUND CHECKS (Fingerprinting) | OPEN HOUSE EXPENSES | STAFF GIFTS |
| BOARD EXPENSES | OTHER EXPENSES | SUMMER CAMP: SNACK |
| CONSUMABLE SUPPLIES | OTHER FUNDRAISERS | SUMMER CAMP: SUPPLIES |
| ENRICHMENT COMMITTEE | PERMANENT SUPPLIES | |