



At Sunset View | A Foundation Supporting Students

Teacher Discretionary Reimbursement Procedure & Form 2016- 2017:

1. Complete form and attach receipt(s). You may include multiple receipts with a single form. **Limit \$600/Classroom.**
2. Place the completed form in the Treasurer/Bookkeeper mailbox in the SVE office by the **5th day of the month**. You can also email a scanned version of the form and receipts to eileen.egan@gmail.com.
3. Reimbursement requests received by the 5th will be distributed to mailboxes in school office by the 15th.

Date:	Phone #:
Amount Requested:	Email:
Name:	Address:

Please provide a short description and/or breakdown here:

Kids First Use Only:

Signature:	Date Paid:	Check#	Amount:
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