



At Sunset View | A Foundation Supporting Students

**Teacher Discretionary Reimbursement Procedure & Form 2017- 2018:**

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 **10th day of the month.** You can also email a scanned version of the form and receipts to [ndbergmann@yahoo.com](mailto:ndbergmann@yahoo.com).
3. Reimbursement requests received by the 10th will be distributed to mailboxes in school office by the 25th.

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

Please provide a short description and/or breakdown here:
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**Kids First Use Only:**

Signature:	Date Paid:	Check#	Amount:
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