



At Sunset View | A Foundation Supporting Students

Kids First at Sunset View 2017-2018

Reimbursement Procedure:

1. Complete this form and attach receipt(s).
2. Place completed form with receipts in the Treasurer/Bookkeeper mailbox in SVE office OR scan and email the form with your receipts to ndbergmann@yahoo.com.
3. Retrieve your check at the next Kids First meeting or by mail. Requests received by the 10th will be reimbursed by the 25th or if it is an emergency, with at least 5 business days notice.

Requested By:	Phone # and/or e-mail
Date Submitted:	Address (if you'd like us to mail the check):
Amount Requested (\$):	

Education

- Art Supplies
- Book Club K-1
- Everyone A Reader
- Library (Jr. Literary Guild Sub)
- P.E./Running Club
- Other Education

Programs

- Assemblies
- Birthday Book Club
- Book Fair
- Character Counts
- Garden
- Go Green
- HSA Awards
- Kick-off Dinner
- Facilities Improvements
- Lap Tracker
- School Directory
- Spring Dance
- Student Awards
- Teacher Appreciation Lunches
- Teacher Return Lunch
- Yearbook
- Other Program

Requestor Signature:

For Kids First Use Only:

Technology (STEM)

- Garden
- Hardware
- Family Nights and Clubs
- Grade Level Programs
- Software and Other
- Teacher Train and Plan
- Other

Operating Expenses

- Insurance
- Marketing Efforts (incl. logowear)
- Misc. Operating Expense (explain)

Fundraising Related Costs

- Annual Giving
- DDA
- Golf Tournament
- Halloween Carnival
- Jogathon
- Logowear
- Other Fundraising

In addition to checking an expense category, please provide a short description and/or breakdown here:

Signature:	Date Paid:	Check #	Amount:
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Notes: