



FOPBSS REQUEST FOR REIMBURSEMENT

Complete this form and include all receipts within **ONE PDF** document. Then, email it to the FOPBSS Treasurer at mbhsfriends@yahoo.com. Your reimbursement may be delayed if these instructions are not followed. Please, no Google Docs!

Payable to: _____

Email: _____ Phone: _____

Expenditure was for (activity or event):

School: _____
 (MBHS or PBMS)

List of expenditures:

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
Total Expenditures	\$ _____

Submitted by (Signature): _____ Date: _____

- Please mail my check to: _____
- Please place my check in my school mailbox: _____

For FOPBSS Treasurer use ONLY:

- Board-approved expenditure
- Line item expenditure

Check # _____ Date written _____ Date approved _____