

# Reimbursement Form Or Check Request

Please complete the form below to get reimbursed from the St. Gabriel PTU account. Return it to the School Office to the attention of PTU Treasurer, Paula Haumesser/Alicia Henrikson. **Please know how much we appreciate your hard work and dedication on behalf of the students!**

If you have any questions, please contact  
Paula Haumesser at PHaumesser@st-gabriel.org

## St. Gabriel PTU - Reimbursement FORM

Your Name:	Phone:
Oldest Child:	Child's Room Number:
Committee / Project:	<b>Amount to be Reimbursed:</b>
Date:	If Check Request, Who to make it out to:
Your Signature:	If Check Request, Amount:
Office use only – PTU Approval:	

### Reimbursement/Check Request Procedures:

1. This form must be accompanied with receipt if reimbursement.
2. Committee Chairperson should be made aware of amounts.
3. All check requests/reimbursements for the 2015/16 school year must be turned in by June 30, 2016. It is very important that receipts are turned in as soon as possible.