**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, 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

Ahenrikson@st-gabriel.org

**St. Gabriel PTU – Payment FORM**

***An invoice for payment or receipt MUST accompany this form per Diocesan audit guidelines.***

|  |  |
| --- | --- |
| Your Name:  | Cell Phone for text: |
| Child’s name and room number for check delivery: | EMAIL: |
| Committee / Project:  | **Amount to be Reimbursed:** |
| 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 or invoice for payment.
2. Committee Chairperson should be made aware of amounts.
3. All check requests/reimbursements for the school year must be turned in by June 30. It is very important that receipts are turned in as soon as possible.