**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, Marie Lentine. **Please know how much we appreciate your hard work and dedication on behalf of the students!**

If you have any questions, please email Alicia at Ahenrikson@st-gabriel.org

**St. Gabriel PTU - Reimbursement FORM**

|  |  |
| --- | --- |
| Your Name: | Phone: |
| Oldest Child: | Child’s Room Number: |
| 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 invoice/receipt if reimbursement.
2. Committee Chairperson should be made aware of amounts.
3. All check requests/reimbursements should be submitted prior or immediately after your event.