

Sequoia Parents Club Reimbursement Request Form

To request reimbursement, please complete and return this form to the Sequoia Parents Club Treasurers via email to sequoiaparentsclubSPC@gmail.com.

Requests for reimbursement and all supporting documentation (receipts/invoices) must be submitted by the 1st of every month in order to be considered at the monthly meeting (typically on the 2nd Thursday). Upon completion, click the Submit Form button above. Attach receipts/invoices before sending.

Contact Information

Person(s) Requesting Reimbursement	Role(s)
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Phone Number	Email address
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Date of Request	Amount of Request
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What is this reimbursement request for?

Classroom Supplies	Read-A-Thon
Spirit Wear	Walk-A-Thon
Garden	Fine Arts Day
School Beautification	Teacher Appreciation
Technology	Student Appreciation
6 th Grade	Other

Describe use below:

For SPC use only

Reimburse? Yes No

Amount Date

Sequoia Parents Club Signature