

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)

Phone Number

Email address

Date of Request

Amount of Request

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

6th Grade

Other

Describe use below:

For SPC use only

Reimburse?

Yes

No

Amount

Date

Sequoia Parents Club Signature