

1. Attach all receipts to the completed form within 30 days from the date of the event, except for year end (see #4). Turn in the form to the division Council Vice-President and for the Board, turn this form into the Treasurer. No reimbursement will be made without receipts.
2. The Vice-President or Treasurer will sign the form, fill in the appropriate account number and turn in the request to the Business Office. Reimbursement will come in the mail in about two weeks. Do not go to the Business Office.
3. Remember there is NO reimbursement for sales tax. Please use the tax-exempt status letter included in your packet.
4. The school's fiscal year end is May 31st. Due to the closing of our fiscal year, all requests for reimbursement from May must be submitted to the Business Office by June 8th. **There will be no reimbursement for items submitted after this deadline.**

Holland Hall Parents' Association
Request for Reimbursement

Amount: \$ _____

Date: _____

Check Payable to: _____

Address: _____

Check one: Grade: _____ Hospitality: _____

Council: _____ Special Events: _____

Fine Arts: _____ Other: _____

Purpose / Explanation: _____

Attach all receipts and submit to:

Name: _____

Phone: _____

Address: _____

E-mail: _____

Please note: It may take up to two weeks for this request to process. The Business Office will mail the check to the payee.

Account #

Approval Signature