GRISWOLD PARENTS CLUB PAYMENT AND REIMBURSEMENT REQUEST FORM

You can submit this form via the Parents Club mailbox in the School's Main Office or via email. Please make sure to complete the entire form and attach <u>ALL</u> necessary receipts and invoices.

lequestor(s) Name:
Requestor(s) Contact Info (Email or Phone # for questions):
Committee Name:
leason for this Request:
lotes / Comments:
Request for: PERSONAL REIMBURSMENT STARTER CASH PAY VENDOR
ayment Amount: \$
deceipt(s) <i>or</i> invoice are: Attached Will be Emailed Invoice #:
ayment should be sent directly to: Requestor Vendor
elect ONE of the below: Send check home with my child: in class: in class: Hold check until next Parent's Club meeting. Mail check to Requestor at: Mail check to Vendor at: I will pick up; please coordinate time/location using above contact info. (Required for cash.)
equestor's Signature: Date:
Griswold Parent's Club Treasurer Contact Info.: <u>GriswoldTreasurer@gmail.com</u> Julie Fernandes – Cell: 860-965-5410 <i>and</i> Erin Georgini – Cell: 203-886-9227
OR TREASURER USE ONLY:
ayment Made On: Cash / Debit Card / Check # Logged Cleared