

Mariners Elementary School Foundation

Check and Reimbursement Request



Person Filing This Form:

Date

Name

Email

Phone #

Recipient of Check or Reimbursement:

Name

Address

Phone #

Check or Reimbursement Amount

Please List Vendor(s) and \$ Amount(s):

Request Related to Which Foundation Event:

Pledge Drive Fall Fundraiser Artwalk July 4th Other

If Other Event, Please Explain:

Was This Item/Check/Reimbursement an Approved Budget Item? Yes No Don't Know

Additional Comments (if any):

Note: Receipts must be attached to this form to ensure timely payment. Completed forms (including receipts) can be placed in the Treasurer folder in the Foundation file box at the school office or scanned and sent electronically to the Treasurer.