

# 2011-2012 Dance Reimbursement Process / Form

Process:

- 1) Get pre-approval via email for expenses; submit email to Julie Yakes ([yakesmail@yahoo.com](mailto:yakesmail@yahoo.com)). CC Carrie Jennisen ([carriejs3@yahoo.com](mailto:carriejs3@yahoo.com)).
  - a. Include items for purchase, approx. cost, what item will be used for and any additional relevant information
- 2) Julie or Carrie will reply with approval within 24 hours that will include 501C3 tax ID number so we don't pay tax
- 3) After you make the purchase, submit the following form AND the receipt via your child's teacher. Please put both items in an envelope marked "Julie Yakes - Dance"
- 4) When Julie receives the form and receipts she will immediately send you a confirmation email.
- 5) Expect reimbursement within 2-3 weeks of that email.

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## FUNDING/REIMBURSEMENT REQUEST

Date requested \_\_\_\_\_ Requested by \_\_\_\_\_

Date needed \_\_\_\_\_ Grade or Activity \_\_\_\_\_

Amount \$ \_\_\_\_\_

Check one:  Reimbursement for Purchase Made  Funding Request

Make check payable to \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Phone \_\_\_\_\_

Description of purchase:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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REIMBURSEMENTS – Please attach the receipt of purchase(s) to the back of this form.

FUNDING REQUEST – Please attach the invoice or cost estimate to the back of this form, and include the vendor’s address and phone number if PTO is to pay the vendor directly.