



Kolb PFC Expense Reimbursement Form

- This form is used for approved expenses by Kolb Elementary teachers, staff & volunteers.
- All areas must be completed.
- Reimbursement checks will be issued within 10 school days from date of submission.
- Receipts must be attached to this form.
- List each receipt separately and write total at the bottom.

<u>Budget Line: Please Check One</u>		
Classroom Stipend	Grade Level Grant	Other

<u>Details</u>	
Date:	
Name:	Grade/Class:
Address (if you prefer to have your check mailed):	

Receipt Date	Program/Activity	Purpose of Expense	Amount

TOTAL:\$

NOTES:

For PFC Purposes

Treasurer Approval:

Paid by:

Date:

Check#:

Budget Line: