



THE HARKER SCHOOL

PARENT VOLUNTEER REQUEST FOR REIMBURSEMENT

- Please submit form and receipts no later than one week after the event date. For example, if the Valentine's party is Feb. 14, please submit paperwork by Feb. 21. For end of year parties, please submit receipts no later than one day past event.
- Any service, rental or purchase of a single item in excess of \$200 must be pre-approved by the director of volunteer programs.

Event: _____

Name: _____ Date: _____

Child's Name: _____ Grade: _____

Address: _____

Phone: _____ Email: _____

Select division: TK

K-5

6-8

9-12

Acct. # _____ (For office use only.)

Store Name	Description	Amount to be Reimbursed
Total:		

Reimbursement Policy: Please attach all the ORIGINAL RECEIPTS. Photocopied receipts and/or handwritten notes will not be accepted and cannot be reimbursed by the finance office.

Once this form is submitted with all backup paperwork, The Harker School's finance office will be authorized to process the reimbursement. The reimbursement check will be issued within two weeks from when the request is submitted.

Authorization by: _____

Ruby Ramos, Director of Volunteer Programs TK-12