

CHAPTS Parent Reimbursement Request 2011-2012

Use this form when goods or services have *already* been purchased.

- 1- Copy your receipt(s) if you need a record.
- 2- Fill in all information below and attach original receipt(s) with items/total circled for reimbursement.
If you would like the check mailed to you, please put your address on the back of this form.
- 3- Obtain signature approval from Committee Chair, if applicable.
- 4- Submit completed form and receipts to CHAPTS Treasurer's mailbox at school or mail to:

Laurie Mychaels, CHAPTS Treasurer
8817 N. 58th Place
Paradise Valley, AZ 85253

DATE SUBMITTED _____ YOUR NAME _____

MAIL CHECK to address on back **OR** PICK UP CHECK at next CHAPTS meeting

PAYABLE TO _____ PHONE _____

COMMITTEE/EVENT/BUDGET LINE ITEM _____
 (i.e. Teacher Appreciation, Membership, College & Career Center, etc.)

COMMITTEE CHAIR'S APPROVAL _____

Receipt from	Description of Goods or Services	Amount

Total Reimbursement Amount: \$ _____

 Treasurer's Use Only:

Check No.: _____

Quickbooks: _____

Date: _____