



PRAIRIE LANE COMMUNITY CLUB

REIMBURSEMENT FORM

Submit the completed form to the PLCC deposit box. The form and receipts are required for reimbursement and should be bundled in an envelope.

Usually the reimbursement check will be issued within 2 week of submission. Thank you for volunteering!

Submission Date:

Submitter's Name:

Submitter's Phone#:

Associated Activity/Event:

Delivery of reimbursement check (Please Check One):

Hold the check at front desk; I will pick up the reimbursement.

Send home via child's book bag: Teacher's Name:

Receipt #1 total: \$

Receipt #2 total: \$

Receipt #3 total: \$

Receipt #4 total: \$

Receipt #5 total: \$

TOTAL amount from the submitted receipts for reimbursement: \$

Reimbursement is needed: As soon as possible There is no rush _____(date)

Make reimbursement check payable to: Submitter's name listed above Other:

Description of purchased items / services if not specified on receipt:

PLCC USE ONLY

Check#:

Check Date:

Treasurer Initials: