



# Expense Reimbursement Request and Income Deposit

Please complete within 10 days of event and e-mail questions to [RPO@theRatnerSchool.org](mailto:RPO@theRatnerSchool.org)

## Step 1. Provide your information:

|                                  |  |
|----------------------------------|--|
| Requestor's Name:                |  |
| Requestor's Phone & E-mail:      |  |
| Mail Check to, if reimbursement: |  |

## Step 2. Describe the event (only ONE EVENT per form, please):

|                    |  |
|--------------------|--|
| Name of Vendor(s): |  |
| Title of Event:    |  |
| Date of Event:     |  |
| Who Attended:      |  |

### Please Select Category (select only ONE)

|  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> 8 <sup>th</sup> Grade Day                 | <input type="checkbox"/> Book Fair             | <input type="checkbox"/> Middle School Dance           | <input type="checkbox"/> Sunshine Committee   |
| <input type="checkbox"/> President's Fund incl. RPO Meetings       | <input type="checkbox"/> Fall Festival         | <input type="checkbox"/> Parent Social                 | <input type="checkbox"/> Taste of Diversity   |
| <input type="checkbox"/> Income or New Event Describe: _____       | <input type="checkbox"/> Ice Cream Social      | <input type="checkbox"/> Raptor Shop                   | <input type="checkbox"/> Teacher Appreciation |
| <input type="checkbox"/> Room Parent Activity Which Room(s): _____ | <input type="checkbox"/> Volunteer Recruitment | <input type="checkbox"/> Other (Please describe) _____ |   |

## Step 3. Detail the cost of the event (or the income from the event):

If more lines are needed, please use reverse side

| Item Description (include Vendor Name): | Amount: | Receipt Attached? |
|---|---------|-------------------|
|   | \$      |                   |
|   | \$      |                   |
|   | \$      |                   |
|   | \$      |                   |

**Grand Total:** \$ \_\_\_\_\_ Date Form Completed: \_\_\_\_\_

**Step 4. Place this completed form (and attach all receipts) in the RED folder located in the RPO Mailbox in the School Office.** Or, if you prefer, please e-mail a copy of this form and your receipts to [RPO@theRatnerSchool.org](mailto:RPO@theRatnerSchool.org).

*Thank you for your support of the students & families of Ratner!*

~ For Office Use ONLY ~

Form: Version 6/19/18

|  | Name & Date of Completion |   |
|--|---------------------------|---|
| RPO Approval (must happen prior to ledger entry) |                           | Please place form & receipts in YELLOW folder for Ratner's Finance Department |
| Ratner School Ledger Entry RPO Account 2359      |                           | Please place form in GREEN folder for RPO's Treasurer(s)                      |