



Home & School Reimbursement Form

- Please attach all receipts to this form.
- Submit form to the school office, Attn: Home & School Reimbursement
- Any questions can be addressed to spxhsaofficers@gmail.com

Name: _____

Address: _____

Phone: _____

Email: _____

Reason for Request:

Explain reason for your request, include the name of the event, activity, or project involved.

Itemization: Attach a summary of expenses and vendor details OR fill out form below.

Expense Amount	Vendor Name
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Amount Requested : _____

Name & Address of Person Receiving Payment:

Name: _____

Student and grade to send check home with: _____

Address: _____

Requestee Signature: _____ Date: _____