



Please attach receipts and complete the following reimbursement form.

Please put your request in the Treasurer's Schoolhouse mailbox or email to treasurer@thechildrensschoolhouse.org when complete.

E-mail questions to treasurer@thechildrensschoolhouse.org

Name _____

Mailing Address _____

Date _____

Please enter the total amount of receipts attached in each expense category:

Expense Category	Amount of Reimbursement
Administrative Supplies	
Copies	
Postage	
Admissions	
B&G Supplies	
B&G Maintenance	
Celebrations/Snack	
Classroom Supplies	
Fundraising	
Other	
TOTAL RECEIPTS	

Additional Notes/Information: