DPST Reimbursement Form

Please use this form to request reimbursement for items related to swim team expenses or to pay an invoice. Please make sure your item(s) are approved prior to purchase.

Date: 08/04/2025

If paid, reimburse to:

Name: Melissa Paredes ____

Mailing Address: 1095 Coco Lane Walnut Creek

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Venmo Address: Melissa-Fenton ____

Phone Number: (925) 325-5763

Budget Category:

- [x] ~~Social~~
- [ ] Fundraising
- [ ] Snack Shack
- [ ] Awards/Ribbons
- [ ] Apparel
- [ ] Team supplies
- [ ] Other: ______________________

Name of Event (if applicable): Awards Night_____________

Description/Purpose of Items: forks, plates, cups (count of 300 each), 6 cakes, seahorse decor for cakes

DPST Management Committee Approval signature:_____________________________________

Please attach all original receipts and/or e-receipts to this document. If receipt contains non-reimbursable items, circle items to be reimbursed. Place approved form with receipt(s) in the DPST Treasurer's folder (Morris) and email Ben Morris at dpsttreasurer@gmail.com Receipts and this form may also be emailed to Ben directly.