

BRIDGES PAC



FORM B REQUEST FOR REIMBURSEMENT

As BRIDGES Charter School operates on a tight budget, all disbursements require preapproval. BRIDGES Charter School reserves the right to not pay or reimburse for items not preapproved.

ALL FORM FIELDS must be COMPLETED for reimbursement

Please staple ORIGINAL receipts to this form & keep copies for yourself

	<i>DATE</i>
Recipient Name	_____
Mailing Address	_____
Email Address	_____
Approval Budget Line Item	_____
Activity Lead Signature	_____

Receipt 1	Vendor	_____
	General Description	_____

	<i>Reimbursement Amount</i>	_____

Receipt 2	Vendor	_____
	General Description	_____

	<i>Reimbursement Amount</i>	_____

Receipt 3	Vendor	_____
	General Description	_____

	<i>Reimbursement Amount</i>	_____

Receipt 4	Vendor	_____
	General Description	_____

	<i>Reimbursement Amount</i>	_____

TOTAL REIMBURSEMENT	_____
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