

Charlotte Country Day School

2022-23 PA EXPENSE REIMBURSEMENT FORM

1. Scan completed form and receipts. Images must be in a PDF file. Jpegs/other image types cannot be used.

2. Email scan(s) to ccds.pa.treasurer.com. Checks will be mailed via USPS within 1-2 weeks.

Questions: Vicki Vogt-Smith | 704-968-8206 | ccds.pa.treasurer@gmail.com

Board Name: _____ Amount (\$): _____

Committee: _____

Event: _____ Event Date: _____

Description: _____

Submitted by: _____ (Your Name)

Approved by: _____ (Board Chair Signature)

(board chair may approve via email in lieu of actual signature)

Choose payment option:

Internal Billing Through School:

Lexington Foods (Aladdin)

Campus Store

South City Print

Mail Check to You or Vendor:

Check Payable to: _____

Address Line 1: _____

Address Line 2: _____

City, State, Zip: _____

Account or Invoice #: _____

For Treasurer Use Only:

