

EXPENSE REIMBURSEMENT/DISBURSEMENT REQUEST

Please check your budget with your Committee Chair before incurring expenses. Spending funds beyond the budgeted amount requires prior Parents Council Board approval. An invoice or receipts to substantiate a reimbursement request must be attached.

Name of Payee: _____

Requested by: _____

Address: _____

Phone # or Email: _____

Total Amount: _____

Description of Expense: _____

The items above have been purchased for the benefit of the JBS Parents Council.

Requestor Signature: _____

Date _____

Approval of Committee Chair or Parents Council Treasurer (Approval via mail is also acceptable):

Approver Signature: _____

Date _____

ACCOUNT: Please indicate the account to be charged by placing an "X" by the number below. Expense may be allocated to multiple accounts by entering the appropriate amount in the space provided by each account.

		<u>Split</u>				<u>Split</u>
<u>OPERATIONS</u>				<u>POTPOURRI</u>		
Blue & Gold	3623	<input type="checkbox"/>	_____	General	3606	<input type="checkbox"/>
Bookstore	3613	<input type="checkbox"/>	_____	Bakery	3662	<input type="checkbox"/>
In & Out	3658	<input type="checkbox"/>	_____	Best of Everything - Expenses	3664	<input type="checkbox"/>
Library	3625	<input type="checkbox"/>	_____	Books	3666	<input type="checkbox"/>
Lost and Found	3620	<input type="checkbox"/>	_____	Sweets	3668	<input type="checkbox"/>
General Expenses	3627	<input type="checkbox"/>	_____	General Sale	3670	<input type="checkbox"/>
The Producers	3628	<input type="checkbox"/>	_____	Jewelry	3672	<input type="checkbox"/>
President's Discretionary Fund	3621	<input type="checkbox"/>	_____	Raffle	3676	<input type="checkbox"/>
Technology	3630	<input type="checkbox"/>	_____	Recycled Rags	3678	<input type="checkbox"/>
				Restaurant	3680	<input type="checkbox"/>
<u>FAMILY NETWORK</u>				Saturday Snacks	3682	<input type="checkbox"/>
Book Clubs	3615	<input type="checkbox"/>	_____	Ads, Printing, Postage & Copies	3684	<input type="checkbox"/>
Dad's Event	3614	<input type="checkbox"/>	_____	Hospitality	3687	<input type="checkbox"/>
General	3604	<input type="checkbox"/>	_____	Plant Ops	3690	<input type="checkbox"/>
Parenting Together	3611	<input type="checkbox"/>	_____	Sorting Room Supplies	3683	<input type="checkbox"/>
<u>END OF YEAR</u>				<u>HOSPITALITY</u>		
General	3602	<input type="checkbox"/>	_____	General Expenses	3619	<input type="checkbox"/>
Dinner	3693	<input type="checkbox"/>	_____	Faculty Appreciation	3618	<input type="checkbox"/>
Sign Up Parties	3695	<input type="checkbox"/>	_____	Pre-Dance	3616	<input type="checkbox"/>
Ads, Printing, Postage & Copies	3698	<input type="checkbox"/>	_____	7th Grade	3701	<input type="checkbox"/>
Rentals & Decorations	3697	<input type="checkbox"/>	_____	8th Grade	3702	<input type="checkbox"/>
Plant Operations	3696	<input type="checkbox"/>	_____	9th Grade	3703	<input type="checkbox"/>
				10th Grade	3704	<input type="checkbox"/>
<u>UNIQUE BOUTIQUE</u>				11th Grade	3705	<input type="checkbox"/>
General	3656	<input type="checkbox"/>	_____	12th Grade	3706	<input type="checkbox"/>
Bakery	3638	<input type="checkbox"/>	_____			
Plants	3636	<input type="checkbox"/>	_____			
Raffle	3644	<input type="checkbox"/>	_____			
Ads, Printing, Postage & Copies	3651	<input type="checkbox"/>	_____			
Plant Ops	3653	<input type="checkbox"/>	_____			
Rentals & Decorations	3655	<input type="checkbox"/>	_____			

Approved by:

Advancement Office
Bus Office