



Our Mission

The mission and vision of the Guajome Park Academy Foundation is to provide resources, professional expertise, and financial contributions to support Guajome Park Academy's mission to inspire and mentor all learners to become responsible, critical-thinking, global leaders through excellence and innovation in education.

Foundation Request for Reimbursement

- ✓ All purchases made for reimbursement must have **prior** documented approval from the Foundation Board or Program Representative.
- ✓ Attach the following to this form:
 - All original receipts with name of materials and cost original receipts
 - A copy of the approved expenditure request AND other documentation showing prior approval for reimbursement from Foundation Board of Program Representatives(s).
- ✓ **Submission Process:** Turn in this request form and required attachments to the Foundation Secretary/Treasurer, Adrina Hernandez (hernandezadr@guajome.net), within 30 days of the date on the receipt(s).

Please check which program the funds are being reimbursed from:

- Foundation Board of Directors
 Friends of Frogs
 Friends of Tadpoles
 Friends of the Arts
 Benevolence Fund
 Library

LIST OF ITEMS (MUST MATCH RECEIPT). USE BACK OF FORM IF MORE SPACE IS NEEDED.	COST
TAX (IF APPLICABLE)	
TOTAL	

By signing below, I certify that I have completed this Reimbursement Request Form accurately and attached all required supporting documents. I confirm that the expenditure was previously approved, and I only purchased items as specified in the approval. Additionally, I verify that all items were used exclusively for the event specified in the approved Expenditure Request.

Printed Name of Requestor: _____

Signature of Requestor: _____ **Date:** _____

Address (for mailing of check, if applicable): _____

Official Use Only

Date Received: / /

Approved on / /
 Not Approved & Reasoning: _____

Foundation Designee Signature: _____ Date: _____