

**BEAUMONT HSA
EXPENSE REIMBURSEMENT / CHECK REQUEST FORM**

**All Expenses must be submitted to the Committee Chair for approval
Deposit completed forms in Treasurer's folder in school office**

Please submit expenses as they are incurred.
Fill out this form to request expense reimbursement or to have invoices paid.
Attach all receipts or invoices and retain a copy for your records.

Committee Name: _____ **Date:** _____

Make check payable to:

If check is to be mailed to a vendor, please indicate mailing address:

<u>Explanation:</u>	<u>Amount:</u>
_____	_____
_____	_____
_____	_____
_____	_____

Total

Requested: _____

Submitted by*: _____ Email: _____

Chairperson Approval: _____

*An email will be sent to you when the check is ready to be picked up in the
"Parent Disbursement" folder in the office

Treasurer – Stephanie Nichols Email: stephnichols@comcast.net

Assistant Treasurer – Amaya Green Email: ayjgreen@verizon.net