

GRISWOLD PARENTS CLUB

REIMBURSEMENT & CHECK REQUEST FORM FOR 2019-2020 SCHOOL YEAR

You can submit this form via Parents Club mailbox in the Main Office or through email (make sure to attach this completed form along with any receipts/invoices).

Date: _____

Requestor Name: _____

Email / Phone Number (for questions): _____

Committee Name: _____

Purpose: _____

Additional notes / comments: _____

This request is for a: REIMBURSEMENT CHECK REQUEST TO PAY VENDOR

Check should be payable to: _____

Check should be written for amount: _____

Is the receipt/invoice attached to this form? YES NO

If not, please send via email to the email address listed below.

Payment should be sent directly to: VENDOR REQUESTOR

If VENDOR is checked, vendor address must be on invoice.

If REQUESTOR is checked, please specify where the check should be sent:

Send check home with my child _____ in class _____

Hold check until next Parent's Club meeting

Mail to me at: _____

**Please leave with the Main Office staff and email/text when dropped off.
Attention to: Alexis Guarino (860-384-1442) and/or Patty Devaux (203-980-3522)
Email: griswoldtreasurer@gmail.com**