

NEST Reimbursement/Payment Request

Instructions:

Please complete all requested information on this form, obtain authorized signatures and attach original receipts or invoices. Return to the NEST Treasurer or the Sparrow Office. Reimbursements will not be processed without signatures and expense documentation. Questions? Email: nestptotreasurer@gmail.com

Name:		Teacher:	
Phone:		Email:	
Date Requested:		Date Needed by:	
Event/Purpose:			
Check Payable to:			
Comments, payment or delivery instructions:			

Reimbursement/Payment Authorization: All expenses should be approved before they are incurred.	
Expense Approval (Check all that apply)	Authorized Signature
Officer or Committee/Event Chair (NEST Expenses)	
Classroom Teacher (Classroom Supplies/Field Trips)	

Expenses			
Date	Vendor	Description	Amount
TOTAL			

<i>For NEST Treasurer Use</i>	
NEST Officer Signature:	
Date Reimbursed:	Check #:
Budget Category	Amount
TOTAL	