

SPRINGHILL SCHOOL
PFC (Parent Faculty Club) Reimbursement Form
[For Springhill Staff Use Only]

Request for Payment or Reimbursement: Materials, Field Trips, Conferences, Assemblies, Supplies, ETC.

Follow instructions below to ensure prompt payment. DO NOT SUBMIT without approval or your request will not be paid, only returned to you. You have 60 days to submit your request after your school function/event. Please allow one week processing after principal's approval. Questions: Suzy Pak 299-0990.

- 1. Complete this form.**
- 2. Attach supporting documents/receipts.**
- 3. Obtain approval from Principal.**
- 4. Place in Treasurer's Box in the Office.**

Date: _____

Teacher: _____ **Subject:** _____

Grade Level: _____

Amount of Expenditure: _____

Description of Expenditure/Special Instructions:

Check Payable to: _____

Requested by: _____

PFC Account to be charged: _____

Principal's Approval: _____

Date Approved: _____