



Instructions:

1. Complete form and give to Principal or Assistant Principal for approval.
2. Once approved, signed form will be given to BEF for approval.
3. You will be notified when and if funds will be released.
4. Purchase items and submit receipt for reimbursement.
No reimbursements made without approval first.
5. All receipts for payments must be received May 15th of each year for reimbursement.
6. All purchases over \$200 must be paid directly by BEF.

Date: _____

School: _____

Request being made by: _____

Signature of requester: _____

Amount of request: _____

Vendor /Payable to: _____

Event /Purpose: _____

Supplies needed: _____

Approval by Principal or Assistant Principal: _____

Once signed, please forward to Kassie Costa at kassandra.costa@bonsallusd.com

Meeting Minutes approved: _____ Amount: _____ exactly up to

Approved By: _____ Secretary

_____ President

Date paid: _____ Amount paid: _____ Check # or ATM _____

Account and Class for posting: _____

This payment was reconciled by the Treasurer on _____ Initials _____

Receipt Received Check Issued