



Friends of Silver Gate Reimbursement Request Form

1..... Complete and attach original receipts.

2..... Submit form to FSG Treasurer. Treasurer's Box is located in the Work Room.

(Scanned copies can also be e-mailed to fsgtreasurer1@gmail.com.)

3..... Check will be mailed to address listed below within two weeks of date submitted.

Requested By: _____ Date Submitted: _____

Phone # _____ E-mail: _____

The FSG Treasurer will please remit a reimbursement check payable to:

Name _____

Address _____

To the budgeted account of (check only one account for each request):

Fund-Raising Related Expenses

Operational Expenses

Project / Classroom Related Expenses

___ After-school math/reading support

___ Directory

___ Memberships

___ Art Enrichment

___ Drug Awareness

___ Office Supplies

___ Art to Remember

___ Eco Lab Supplies

___ Parent Institute

___ Annual Giving Fund

___ Garden Gators

___ Postage

___ Assemblies

___ Gator Nite Out

___ Promotional Materials

___ Blood Drive

___ Gator Olympics

___ Silent Auction

___ Book Fair

___ Grade level Enrichment ("WOW")

___ Site Beautification

___ Classroom / Lab Support

___ Harvest Festival

___ Staff Appreciation

___ Coffee Sales

___ Hospitality

___ Tile Project

___ Community Partners

___ Insurance

___ T-Shirts / Spirit Wear

___ Copier

___ Jog A Thon

___ Yearbook

___ Classroom, Staff or Other Grants

___ Landscape Maint

___ Other:

Amount Requested \$ _____ Description of Expense (Receipts Attached):

Requester Signature: _____ FSG President: _____

Treasurer Use Only: ATTACH DUPLICATE or CHECK STUB

Budget: _____ Amount paid to date \$ _____ Balance in line item \$ _____