

REIMBURSEMENT INSTRUCTIONS for TEAM EXPENSES

Be sure to follow the budgeted amount. There are budgets for equipment, Senior Day, Banquet, Team Dinners (\$700), and Post Game Bus "Meals" (\$600).

If you choose to donate a cost or host a meal, please let Lindsey or Kathy know (kuncrls@yahoo.com) so our team's accounts can make note accordingly and your generosity can be appreciated.

To request reimbursement please ...

1. *Complete the PVHS Requisition Form.*
2. *Attach the original receipt for the purchase.*
3. *If you paid by credit or debit card, attach a copy of the statement page from the account used that shows your name on the top and shows the charge for the items purchased.*
4. *Staple together and drop off or mail to Kathy Hernandez at 2449 Via Anacapa (PVE, 90274).*

The PVHS Requisition Form is print-able from the MEDIA section of this Team Snap account.

Please pay particular attention to item #3. If you use a credit or debit card, in addition to the original receipt you must have a copy of your bank card statement that shows your name and the transaction. If you have online banking, a screen shot from your account will work. On the B of A online banking app, for example, wait about 20 minutes after making a purchase, open the B of A online account information, and screen shot the debit card purchase that would have just hit the account such that it's at the top so your name shows.

If you're using a vendor that will wait for a check to be cut from ASB to cover the cost of the purchase, just get the original invoice to Kathy asap and we will submit it for payment.

If you have any questions or worries, just call or text Lindsey at 310-901-0693.

Requisition Form
Palos Verdes High School
600 Cloyden Road, Palos Verdes Estates CA 90274
(310) 378-8471

Name:
Street:
City, State, Zip:

Requisition Number:
Purchase Order Number:
Today's date:
Date check needed:

_____ Mail
_____ Hold for pick up by _____
self/name of other person authorized to pick up check

For office use only

Balance to date:	This requisition:	Total remaining:
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Account Number:

Purpose:

Club/Organization Sponsor

ASB President

Administrative Approval

ASB Treasurer

****All requisition forms must be turned in to the Student Store by noon on Monday in order for checks to be prepared that week.**

****No checks issued without receipt(s) attached to white copy of requisition form.**

White - Student Store Pink - Organization Sponsor Yellow - Administrator