

**DIXIE HOME & SCHOOL CLUB
REQUEST FOR REIMBURSEMENT OR FUNDS**

Requested by:	
Date of this request:	
Your phone number:	
Purpose of funds (committee):	

FOR REIMBURSEMENTS:

When requesting reimbursement for an expense, note that payments from the DHSC to you will be via online banking and sent to the address you indicate below. Therefore, we need all of the following information completed for you to receive a check from us:

Make check payable to:	
Address to be sent to:	

FOR OTHER CHECK REQUESTS:

If you are requesting a check prepared for a vendor/provider for an upcoming event or expense, please fill out the following information:

Name on check (vendor/provider):	
If the check is to be sent to the vendor/provider, please indicate address and phone number here:	
If the check is to be sent to you, please indicate where to send the check here:	
Date needed by:	

Expense detail (must be filled out)

Description of expense	Amount
Total Check:	

Please be sure to attach receipts, invoices and/or other supporting documentation to this request form. This request form can be left in the Treasurer's box in the Dixie School office. Allow 2 weeks for processing the request. If you have any questions, please feel free to e-mail me at pamelaceccanti@att.net.