



**Cottonwood Creek PFC
Expense Reimbursement Form**

*Please complete this form in its entirety and attach **ALL** applicable receipts. Each receipt/expense item should be listed separately; if additional space is needed, a separate sheet may be attached. Please visit www.cottonwoodpfc.org to review specific guidelines and policies for using this form. Drop completed form in the PFC Mailbox or scan form and all receipts to PDF and email treasurer@cottonwoodpfc.org.*

Date: _____

Name: _____

Grade/Classroom: _____

Address (if check is to be mailed): _____

Receipt Date	Program/Activity	Purpose of Expense	Amount

TOTAL: \$ _____

Notes:

Treasurer Approval: _____ Date: _____ Check #: _____ Budget Line: _____