



**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.*

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: _____