

Menlo Park-Atherton Education Foundation

Check Reimbursement Form

- Attach all relevant invoices and/or receipts
- For each receipt, describe type of expense, associated program and amount (i.e.) glue, tissue paper, ribbon – Auction Decorations - \$25
- Keep copies of any receipts you may need for personal records
- Keep credit card receipt for personal use and submit itemized receipt for reimbursement
- Keep MPAEF and personal items on separate receipts
- Include any receipt from organizations that direct bill the MPAEF (i.e.) Kinko's

<u>Description of Expense</u>	<u>Associated Program</u>	<u>\$ Amount</u>

TOTAL \$ _____

Make reimbursement check payable to:

Name: _____ Phone Number: _____

Address: _____

Signature: _____ Date: _____

Submit check reimbursement form to MPAEF Executive Director for approval:

Approved: _____ Date: _____

Drop off form: MPAEF Office: 181 Encinal Ave., (T.E.R.C.-next to District Office)

Mail form to: MPAEF, P.O. Box 584, MP, 94026

Phone: 650.325.0100 **Email:** foundationoffice@mpaef.org

For Internal Use Only:

Bookkeeping Tag: _____

Bookkeeping Category: _____