



## SYCAMORE SHARK FUND REIMBURSEMENT REQUEST

**Instructions: To request a reimbursement for expenses incurred on behalf of Shark Fund:**

- Complete this reimbursement form.
- Attach receipts for all items.
- Email completed form and receipts to [sycamorevalley.edfundtreasurer@srvef.org](mailto:sycamorevalley.edfundtreasurer@srvef.org)

Note: Reimbursement requests must be submitted in the same school year that expense was incurred.

**Date:** \_\_\_\_\_

**To:** **Shark Fund President**

**Request from:** \_\_\_\_\_

**Re:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

**Pay to:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**To be completed by Sycamore Shark Fund Board Member:**

**Payment approvals:**

**1<sup>st</sup> Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**2<sup>nd</sup> Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Check #:** \_\_\_\_\_ **Date** \_\_\_\_\_