



## Lincoln School Parent Association Check Request/Reimbursement Form

Requestor Information	
Name of Person Completing Form:	
Telephone Number:	
Email:	
Date:	
Check Details	
To whom check should be written:	
Amount:	
Date Needed By:	
Account to be used, please choose from list* (if Enrichment, include also grade and teacher):	
<i>*Funded Accounts of LSPA</i>	
<i>Administration</i> <i>All-School Events</i> <i>Class Teachers/Specialists</i> <i>Community Outreach</i>	<i>Custodial</i> <i>Enrichment</i> <i>Gifts</i> <i>Green Team</i> <i>Literary Lunch</i>
<i>New Initiatives</i> <i>Playground/Bldg &amp; Grounds</i> <i>Principal/Asst.Principal</i> <i>Professional Development</i> <i>Social</i>	<i>Student Council</i> <i>Technology</i> <i>Ways and Means</i> <i>Scholarships</i>
<i>to where check should be sent</i>	
Lincoln School Mailbox:	
- or -	
Address (street, city, state, zip): <i>bank will send check electronically</i>	
<i>to be filled out by Treasurer</i>	
Date Paid:	
Amount:	
Check Number:	

***Please attach a receipt, supporting the amount requested for reimbursement.***

*Turn this reimbursement form plus the receipt in to Lietza Molloy via the Treasurer Mailbox in the Lincoln School main office. Reimbursement will be sent out within two weeks.*