

EVERGREEN ACADEMY OPT REIMBURSEMENT FORM

DO NOT USE THIS FORM FOR CLASSROOM ALLOWANCE REIMBURSEMENT

Name of Requester:		Date:	
Check Payable To:		Amount:	\$
Category (CHECK ONLY ONE) - A separate form must be completed for each category.			
<input type="checkbox"/> Enrichment (ex: Assemblies, Guest Speakers and Parent Education, STEAM Fair, Literacy Event, D&I Committee, etc.) <input type="checkbox"/> Family Engagement (ex: events such as Trunk-or-Treat, School Dance, etc.) <input type="checkbox"/> Operational Expenses (ex: Administrative Fees/Items, OPT House Updates, OPT Meetings, President Spend, etc.) <input type="checkbox"/> Fundraiser (Auction, Evergreen Eats Out, Uniform Store, School Concert, Blood Drive, etc.) <input type="checkbox"/> Evergreen Staff (ex: Staff Appreciation, Grants, Principal Discretionary Spend, etc.)			
<i>Not sure what category your expense fits into? Email the OPT Treasurer at evergreenopt.treasurer@outlook.com!</i>			
Description of Expense(s):			

Instructions/Next Steps
<ol style="list-style-type: none"> 1. Complete form in its entirety. Incomplete forms will not be processed. 2. Staple photo copies of your receipts to the form. <i>*You may include original receipts BUT they will not be returned to you.</i> 3. Place form and receipts into the OPT Box in the front office. 4. Reimbursement will be issued within 30 days from when the form and receipts were turned in. 5. Reimbursements to staff will be placed in staff mailboxes. Reimbursements to non-staff will go home in the backpack of the eldest student. <i>*Should you require a reimbursement to be mailed, please provide a self-addressed envelope with your documentation.</i> <p style="text-align: center;"><i>All questions should be directed to the OPT Treasurer via email at evergreenopt.treasurer@outlook.com.</i></p>

FOR OFFICE USE ONLY			
OPT Check #:		Date Issued:	
Amount Paid:		If different than amount requested, please explain:	
Notes:			