

# EVERGREEN ACADEMY OPT REIMBURSEMENT FORM

## CLASSROOM ALLOWANCE ONLY

Name of Requester:		Date:	
Reimbursement Method:	<input type="checkbox"/> Check <input type="checkbox"/> Zelle	Amount:	\$
<b>Description of Expense(s):</b>			
<b>For <u>CHECK</u> Reimbursement Only:</b>			
Make Check Payable to:			
<b>For <u>ZELLE</u> Reimbursement Only:</b>			
*Please make sure your Zelle account is active; they can be deactivated when not used for months.			
Account Email and/or Phone:			
<b>Instructions / Next Steps</b>			
<p>1. Complete the form. Incomplete forms will <u>not</u> be processed.</p> <p>2. Staple photo copies of your receipts to the form. (original receipts will <u>not</u> be returned to you)</p> <p>3. Place form and receipts into the OPT Box in the mail/copy room.</p> <p>4. Reimbursements will be issued within 30 days from the date of submission. Check reimbursements will be placed in staff mailboxes.</p> <p style="text-align: center;"><b>Please email <a href="mailto:evergreenopt@outlook.com">evergreenopt@outlook.com</a> with any questions or if you need us to mail your reimbursement check to you.</b></p>			
<b>FOR OFFICE USE ONLY</b>			
<input type="checkbox"/> OPT Check #:		Date Issued:	
<input type="checkbox"/> Zelle Transaction #:		Amount Paid:	
<b>Notes:</b>			