

EVERGREEN ACADEMY OPT GENERAL REIMBURSEMENT FORM

NOT FOR CLASSROOM ALLOWANCE

Name of Requester:		Date:	
Reimbursement Method:	<input type="checkbox"/> Check <input type="checkbox"/> Zelle	Amount:	\$
Category (Check ONLY ONE, a separate form must be submitted for each category)			
<input type="checkbox"/> Enrichment (eg. Assemblies, Boof Fair, STEAM Fair, Holiday Store) <input type="checkbox"/> Family Engagement (eg. Movie Night, Trunk-or-Treat, Donuts & Grown-Ups, End of Year Party) <input type="checkbox"/> Fundraiser (eg. Auction, Evergreen Eats Out, Uniform Store, OPT Dues Drive) <input type="checkbox"/> Operational (eg. Administrative Fees/Items, Banking, OPT House Updates, President Spend) <input type="checkbox"/> Evergreen Staff (eg. Staff Appreciation, Staff Grants, Principal Discretionary Spend) <input type="checkbox"/> Volunteer Support (eg. Room Parent Fund, Volunteer Appreciation)			
Description of Expense(s):			
For CHECK Reimbursement Only:			
Make Check Payable to:			
For ZELLE Reimbursement Only:			
*Please make sure your Zelle account is active; they can be deactivated when not used for months.			
Account Email and/or Phone:			
Instructions / Next Steps			
<ol style="list-style-type: none"> 1. Complete the form. Incomplete forms will <u>not</u> be processed. 2. Staple photo copies of your receipts to the form. (original receipts will <u>not</u> be returned to you) 3. Place form and receipts into the OPT Box in the front office. 4. Reimbursements will be issued within 30 days from the date of submission. Checks for staff will be placed in staff mailboxes. Checks for non-staff will be sent home in their eldest student's backpack. <p style="text-align: center;">Please email evergreenopt@outlook.com with any questions or if you need us to mail your reimbursement check to you.</p>			
FOR OFFICE USE ONLY			
<input type="checkbox"/> OPT Check #:		Date Issued:	
<input type="checkbox"/> Zelle Transaction #:		Amount Paid:	
Notes:			