

PACE REIMBURSEMENT REQUEST

PROCEDURE:

1. Get approval and signature from Academy Lead (Academy Lead verifies adequate budget with treasurer)
2. Attach documentation and itemized budget receipts to form and place in PACE mailbox

Date

Name of person requesting reimbursement

Email of person requesting reimbursement

Make check Payable to:

Type of Expense: Check One

Academy Lead Approval: Must Sign

ARTS & MEDIA	<input type="checkbox"/>	Mr. Perez	<input style="width: 95%; height: 25px;" type="text"/>
STEM	<input type="checkbox"/>	Mr. Ezell	<input style="width: 95%; height: 25px;" type="text"/>
ESA	<input type="checkbox"/>	Ms. Nakada	<input style="width: 95%; height: 25px;" type="text"/>
LEADERSHIP	<input type="checkbox"/>	Ms. Macomber	<input style="width: 95%; height: 25px;" type="text"/>
THEATRE	<input type="checkbox"/>	Ms. Graham	<input style="width: 95%; height: 25px;" type="text"/>
SPEECH & DEBATE	<input type="checkbox"/>	Ms. Parker	<input style="width: 95%; height: 25px;" type="text"/>
ADMINISTRATION	<input type="checkbox"/>	PACE BOD	<input style="width: 95%; height: 25px;" type="text"/>

Itemize and attach receipts, provide justification, add Grand Total:

Amount	Name of Store, Supplier & Invoice #	Justification/Explanation

GRAND TOTAL

TREASURER USE ONLY	
Budgeted	<input style="width: 95%; height: 25px;" type="text"/>
In Kind	<input style="width: 95%; height: 25px;" type="text"/>
Reserve approved by BOD	<input style="width: 95%; height: 25px;" type="text"/>
	Pass Through <input style="width: 40px; height: 25px;" type="text"/> Check # <input style="width: 100px; height: 25px;" type="text"/>