



Fordham Prep Mothers' Club

2015-2016 Expense Reimbursement Request

Please submit all expenses within 30 days of the event, although the sooner the better!

If submitting expenses for more than one event, kindly use a separate reimbursement request for each one.

To avoid paying sales tax, don't forget to use a tax-exempt form whenever possible. Ask the event chairladies for a copy of the form.

To submit reimbursement forms electronically:

Kindly scan the completed reimbursement form, along with all of the receipts and send by email to: fpmctreasury@gmail.com

To submit reimbursement forms by mail or hand delivery:

If you are not able to submit the form electronically please mail or hand deliver to:

Fordham Preparatory School
441 East Fordham Road
Bronx, NY 10458
Attention: Maria Cruzet Hayduk, Treasurer
Fordham Prep Mothers' Club

Name: _____ Date Submitted: _____

Address: _____

Email: _____ Phone #: _____

Event/Committee: _____

TOTAL AMOUNT TO BE REIMBURSED: _____

A reimbursement check will be mailed to you within 7 days from the receipt of a completed form.

Item	Purpose of Expenditure	Amount

**** Please make sure to provide copies of receipts for each item submitted ****

Treasurer's Notes: Date Paid: _____ Check # _____ Cleared