

The Ethel Walker School Parents Association
 Reimbursement Request Form (2020-2021)

Note: Please submit requests within two weeks of an event.

Today's Date: _____

Please circle the account to which expenses are to be allocated.

All School Committee	Athletics/Arts Committee	Middle School Committee	Equestrian Committee
Class of 2021	Class of 2022	Class of 2023	Class of 2024

Check Details:

Pay To the Order of: _____

Total Check Amount: _____

Mailing Address: _____

Expense Details:

Event: _____

Event Date: _____

Item(s) Description, including quantities, if applicable	Amount
Total (should correspond to Total Check Amount above) Use addition pieces of paper to provide detail, if necessary	

Please return completed form with receipts to Jennifer Lardner. Forms can be scanned/emailed to jennylardner@yahoo.com or mailed to Jennifer Lardner, 16 Winterset Lane, West Hartford, CT 06117.
 Thank you!

<u>Approval Details: (Treasurer & EWS Business Office Use)</u>			
Treasurer Approval:	Signature _____	Date:	_____
Office Approved By:	_____		
Check #:	_____	Date:	_____
		Amount:	_____
Student Charge Log#:	_____	Posted By:	_____