

**THE EMERY/WEINER SCHOOL'S PARENTS ASSOCIATION
REQUEST FOR REIMBURSEMENT**

NAME: _____
ADDRESS: _____

DATE: _____
PHONE: _____
EMAIL: _____

ITEMS PURCHASED	PURPOSE	COST
TOTAL COST		

IN-KIND DONATIONS	PURPOSE	COST
TOTAL IN-KIND		

VERY IMPORTANT - Please check account to which this purchase should be debited

ACCOUNT	#	
Conferences Lunches	5210	
Faculty/Staff Luncheons	5230	
Teacher Appreciation Gifts	5250	
Opening Day Coffee	5260	
Jewish Life Program - holidays		
Rosh Hashanah	5350	
Sukkot	5320	
Hanukkah	5310	
Tu B'Shevat	5390	
Purim	5340	
Passover	5330	
Yom Hazikaron	5380	
Yom Ha'Atzmaut	5380	
Lag B'Omer	5360	
Shavuot	5370	
Jewish Life Program - enrichment	5395	
MS Theater Programs	5513	
US Theater Programs	5515	
Picnic - entertainment	5530	
Directory	5560	
Booster Club - gift to school	5590	
Booster Club - concessions	5592	
Booster Club - spirit wear	5595	
Booster Club - tailgate	5598	
Administrative Expenses	5910	

Please Remember:

- Attach all original receipts**
- State each item or group of items purchased, unless itemized on receipt, & specify purpose**
- EWS does not reimburse for sales tax**
- Reimbursement requests are due within 30 days**

Please return this form to the EWS office, attention Marcy Midlo, PA Treasurer, for approval and signature

Marcy Midlo, PA Treasurer

All requests are due no later than June 13, 2008