Charles Armstrong School

CAPSO REIMBURSEMENT REQUEST

SUBMIT TO: CAPSO BOX, ROOM 1 or email to Sandy Moore, CAPSO treasurer at Sandy@noadmin.com include copies of all receipts (photos of the receipts are fine) and please include this form

Date ________________ Requested By ___________________

If classroom expense, which class and grade ________________

If committee expense, which committee ________________
(je: Jog a thon, hospitality, etc.)

Please issue a check as follows:

Amount ________________

Payable to ____________________________

Send check to ____________________________

Description of expense

FOR REIMBURSEMENT OF FUNDS FROM CAPSO, PLEASE FILL OUT THIS FORM AND PUT IT IN THE CAPSO MAILBOX IN ROOM 1. PLEASE ATTACH ALL RECEIPTS OR EMAIL COMPLETED FORM AND SEND PHOTOS OF ALL RECEIPTS TO THE CAPSO TREASURER SANDY MOORE AT SANDY@NOADMIN.COM

Thank you!