

## Appendix 1: CAPSO Reimbursement Request

FOR REIMBURSEMENT OF FUNDS FROM CAPSO, EMAIL COMPLETED FORM AND PHOTOS OF ALL RECEIPTS TO THE CAPSO TREASURER ABBIE SANDERS (VAKEAS2011@GMAIL.COM).

### Expense Description:

Requested By \_\_\_\_\_ Date \_\_\_\_\_

Class and grade (if applicable) \_\_\_\_\_

Name committee (if applicable) \_\_\_\_\_

(ie: Jog-a-thon, hospitality, Classroom Parties , etc.)

### Please issue a check as follows:

Amount: \_\_\_\_\_

Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of expense:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Thank you!**