

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 _____

(ie: 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!