



REQUEST FOR REIMBURSEMENT

PACS is a fundraising, community building, volunteer recruitment committee serving the staff, students, and parents of Addenbrooke Classical Academy. Anyone requesting funds from PACS is asked to complete this form so we have documentation as to how our funds are utilized for the benefit and enrichment of our students and community. Thank you for your assistance with this process.

Directions:

Please return this **completed form** to the **PACS Drop Box** located in the Mail Room by the pK-8 front desk.

***Upon approval, receipts must be received before a check will be issued.**

Today's Date: _____

Contact Information:

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____ (email will be used to communicate with Requestor)

Nature of Request:

Please help us understand your request by providing a **short description:**
(Indicate the event/activity name, reason for request, and/or how the monies were used.)

Funds Requested:

Total Amount Requested: _____ .

Make checks payable to: _____ .

Have you checked **any alternate sources** of funding (ie. Donation)? If so, please indicate:

Attach a copy of your receipt(s) or invoice to this form. If you do not have a receipt(s) please indicate why below:

For PACS use only:

Date Received: _____ Date Approved: _____ Date: Processed: _____ Check # _____

Amount: _____ Activity/Committee/Person: _____