

# Sequoia Middle School (SMS) Parent Faculty Club (PFC)

## SMS PFC Gran Reimbursement Form

**Instructions:** Complete the information below and email the form along with receipt attachments to both [sms.treasurer.pfc@gmail.com](mailto:sms.treasurer.pfc@gmail.com) and [sms.pfc.president@gmail.com](mailto:sms.pfc.president@gmail.com).

**Note:** Grants are available for up to \$300 total per teacher, requests exceeding \$300 require further details to support the reason for overage. Grants are subject to change based on a SMS PFC board vote.

To: SMS PFC Treasurer & President

From: \_\_\_\_\_

Date: \_\_\_\_\_

Dept: \_\_\_\_\_

Room No.: \_\_\_\_\_

Make payment payable to: \_\_\_\_\_

Please indicate preferred form payment:  Check or  Zelle, if Zelle please include phone #: \_\_\_\_\_

Description:	Amount:
	\$
Total:	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please allow two weeks for reimbursement.*