

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

SMS PFC Grant Reimbursement Form

Instructions: Complete the information below and email the form along with receipt attachments to both sms.treasurer.pfc@gmail.com and 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.