



**Acalanes Parents Club  
Staff/Teacher Request 2019-2020**

**Please fill out all items and attach all receipts to this form.  
This Form Is For Staff Discretionary Fund Purchases - Limit is  
\$150 per year**

**All checks will be mailed to the address entered below. This is because we pay all Staff checks directly from our bank through the bill-pay system. If no address is listed the check will be mailed to the school address.**

**Please fill out all items and attach all receipts to this form.**

<b>Date Of Request</b>
<b>Name For Check</b>
<b>Address to Send Check</b>

Item	Purpose and Original Vendor Name	Amount
1-		
2-		
3-		
4-		
5-		
6-		

<b>T O T A L Reimbursement Requested \$</b>
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**Questions, Please contact Parents Club Treasurer:  
Julie Koo • Treasurer@AcalanesParentsClub.com • (925)212-7589 •**

**For Treasurer's Use Only:**

Date Processed	Check #	Check Amount