



**Acalanes Parents Club
Staff/Teacher Request 2023-24**

Form For Staff Discretionary Fund Purchases: Limit is \$200 per year

All checks will be sent directly from the bank to the address entered below.

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

Date:	
Name For Check:	
Address to Send Check:	
Item Purpose and Vendor Name	Amount
1-	
2-	
3-	
4-	
5-	
6-	
TOTAL Reimbursement Requested: \$	

Questions, Lee Huskins: treasurer@acalaneparentsclub.com

For Treasurer's Use Only

Date Processed	Check #	Check Amount
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EFT Approval:

Kelly Daggs/President

Lee Huskins/Treasurer