



Acalanes Parents Club

Staff/Teacher Request 2024-2025

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:	
Phone Number:	
Item Purpose and Vendor Name	Amount
1:	
2:	
3:	
4:	
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:

Andrea Hilsabeck or Michele Colaco/President

Lee Huskins/Treasurer