

TCCP REIMBURSEMENT REQUEST FORM

1. Get Board approval prior to purchasing items greater than \$50
2. Get proper sales tax exempt forms from the school expense treasurer's box
3. Please fill in ALL the spaces below
4. Attach all receipts and/or bills to this request form
5. Submit to Board Expense Treasurer:

**Traverse City Cooperative Preschool
 Attn: Expense Treasurer
 720 S Elmwood Avenue, Suite 1
 Traverse City, MI 49684**

Date Requested:		Child's Name & Class:	
Pay To:			
Contact Info:	Street:		
	City:	State:	Zip:
	Email:		Phone:

Budget/Category	Description of Expense/Reimbursement for the following:	Payment Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	Total Expenses*	\$

*Sales tax will not be reimbursed. Please take sales tax exempt forms to make purchases tax free.

President Approval & Date	X:
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To be completed by Expense Treasurer

Account Detail (check one box)		Check Detail (fill in all three boxes)	
TBA Checking:		Check #	
TBA Bill-Pay:		Check Date (mm/dd/yy)	
Other Method:		Check Amount	\$