

CJHS BLUE & GOLD CLUB REIMBURSEMENT REQUEST

- All information on this form needs to be completed
 - Receipt will need scanned and submitted with this form or a paper copy of receipt will need placed in CJHS Blue & Gold Club mailbox
 - Checks will typically be issued once or twice a month, once all required information is obtained
-

Date of Request: _____

Name of Person Requesting Money: _____

Total Amount Requested: _____

Check Payable to: _____

Purpose of Expenditure:

- Awards
- Library Books or other
- Staff Appreciation
- Student Assistance
- Teacher Request
- Teacher Stipend
- Other (please explain) _____

Questions: Please feel free to contact
Jamie Ahrens at 309.303.3136 or rjahrens5@gmail.com

For Treasurer Use:

Check # _____ Check Date: _____ Budget Category: _____