



First Class Skagit County Reimbursement Request Form

Date: _____

First & Last Name: _____ Phone: _____

Mailing Address: _____ City, State, Zip _____

Instructions:

- 1.) Tape receipts to one side of a blank sheet of paper.
- 2.) Fill out information as instructed.
- 3.) Place the completed form (with receipts taped to the back) into an envelope.
- 4.) Hand the envelope to one of the Leadership Team, put in Rogene Hingston's (Treasurer) family folder or mail to:

First Class Skagit County
1500 East College Way Suite A #303
Mount Vernon, WA 98273

- 5.) Questions regarding reimbursements should be directed to Rogene at rogene@fidalgo.net

Date purchased	Explanation Of Purchase	First Class Event	Friday School Class	Friday School Block	Amount
2/22/2011	Chess Class Supplies	Friday School	C305	C	\$19.99

Please total the amount of your request: _____

Office Use Only

Paid Date: _____ Check # _____ Amount Reimbursed: _____

Notes: _____

Revised 2/24/2011