

Pacific Charter Institute

FOR TEACHERS

PO#: _____

Student Budget Reimbursement Form

School/Location: _____

Student Name: _____

Teacher Name: _____

Parent/Guardian Information

Name: _____

E-mail: _____

Phone: _____

Pay to the Order of

Name: _____

Address: _____

City, State: _____

ZIP: _____

PLEASE LIST ONE RECEIPT IN EACH SPACE BELOW

CHECK BOX IF NEW MAILING ADDRESS

	Receipt Date	Receipt From	Product Description (List summary of books, supplies, or services)	Goal	Class on MA	Return?	Budget Amount (EUs)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

By Signing Below:

Total Funds Requested: _____

* I (parent/guardian) have attached all original receipts and certify that the above items were used in accordance with the policies of PCI and its family of schools. I have noted non-consumable items and will return the items in accordance with PCI Policy.

I certify that all services rendered were either (1) performed through a virtual platform OR (2) held in-person.

** I (teacher) confirm all notes on this reimbursement and will retrieve the non-consumable items above.

Parent Signature*

Date

Teacher Signature**

Date

REIMBURSEMENTS TAKE UP TO SIX WEEKS TO PROCESS ONCE IT IS TURNED INTO THE ACCOUNTS DEPARTMENT

PCI HAS THE RIGHT TO REFUSE ANY REIMBURSEMENT REQUESTS WHICH ARE SUBJECT TO PCI'S POLICIES AND SCHOOL-SPECIFIC ADDENDUMS

RECEIPT REQUIREMENTS

All invoices, receipts, and statements must be printed with the vendor's name, physical address, contact number, and reflect method payment (showing that they have been PAID)

- Tangible items must be itemized (i.e. Target and Walmart receipts)
- Services must be listed with date(s) of service, service description, student's name, amount, method of payment, and virtual platform used to deliver the service.
- Any associated late fees will not be reimbursed (NO EXCEPTIONS)

OFFICE USE ONLY

DATES

Received _____

Returned _____

Resubmitted _____

Processed _____