

佛蒙特州中文学校

Vermont Chinese School

Reimbursement Form

Instructions: Please complete this form, attach receipt, invoice, or other documentation, and return to Shen Mien Teo at SB High School lobby on Fridays. Contact the Treasurer, Ariel Juang, at vtchineseschool@gmail.com if you have questions.

Date:
Person requesting funds:
Check Made Payable to:

Date	Description	Amount	Notes
Total			

Budget item – Please circle one below:

- | | |
|-------------------|----------------|
| Teacher Ed. Units | Class Expenses |
| CNY Event | Field trips |
| Other: | |

Reviewed and approved by School Principal

_____ date

TREASURER USE ONLY
Check # Amount