

**Sarah Smith Education Foundation
Administrative/Fundraising**

Notice of Receipt Request for Reimbursement Request Supplier Payment Purchase Order

Date: _____

Name: _____ Phone Number _____

(Requester certifies that the subject item(s) and/or service(s) have been received.)

Apply to (check one):

SSEF Administration	Fund Raising Expenses
Annual Quickbooks Renewal Fee	Annual Campaign Expenses
Copies, Printing, Stationary	Copies
Insurance	Donor Event
Postage	Incentives
Public & Community Relations	Materials – Printing, Layout, Design
Annual Repot	Merchant Processing Fees
SSEF Video	Postage
Banking	Signs, Banners
Service Chg	SuperStar Supporters
Professional Fees	Other (please give detail)
Accounting	
SSEF Web Page Renewal	

The undersigned certifies that the funds being requested are for SSEF–approved activities, consistent with the current year budget.

Amount Requested: \$ _____

For: _____

Director-In-Charge Approval: _____

Check payable to: _____

IMPORTANT:

- If prepaid or to be paid directly to the supplier, attach the original invoice/receipt and obtain authorization from director in charge of the function/activity who will then forward to the treasurer.
- If requesting a check in advance, obtain authorization from the director in charge of the function/activity (Strike out the certification statement). Upon receipt of the supplies or services, forward the paid invoice/receipt attached to a copy of the check authorization, with the certification intact, to the director in charge of the function/activity who will then forward to the treasurer.
- Total the receipts and verify total agrees with the check request.
- Contact SSEF Treasurer, Christina Gonzalez, at christinaweida@hotmail.com