

**Sarah Smith Education Foundation
Annual Event/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):

	Annual Event Expenses		
	Catering		Software
	Classroom Art		Little Green Light
	Entertainment		Square Merchant Processing
	Facilities		Fees/Online Auction Fees
	Venue Rental		Other (please give detail)
	Liquor		
	Miscellaneous		
	Printing/Postage		
	Auction Signs		

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, with questions at christinaweida@hotmail.com