

EVANGEL CHRISTIAN SCHOOL

Expense Reimbursement Request

(To be submitted by individual requesting reimbursement from ECS for personal expenses incurred toward ECS sport or other activity)

Individual: _____ Phone: _____

(PLEASE PRINT LEGIBLY)

Email address: _____ Date: _____

Address: _____

	<i>Date of Purchase</i>	<i>Description</i>	<i>Retailer / Vendor from whom purchased</i>	<i>Sport/Group/Activity</i>	<i>Cost</i>
<i>Ex.</i>	1/1/1	Decorations	Wal-Mart	Prom	\$0.00
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
	<i>Total</i>				

Instructions:

1. Submit reimbursement request within 30 days of incurring expense.
2. Complete form.
3. Attach receipts.
4. Mail to ECS, PO Box 1670, Alabaster, AL 35007.
5. Allow 2 weeks for reimbursement check to be generated.
6. Reimbursement check will be mailed to your address, as listed above.

OFFICE USE ONLY:

Reimbursement Approved By: _____ Date: _____

Ck #: _____ CK Amt.: _____

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HOMESCHOOLING TO TRANSFORM THE CULTURE FOR CHRIST

-A MINISTRY OF EVANGEL PRESBYTERIAN CHURCH IN AMERICA-
3/19/2014