

# Request for Payment

## Newport Mill Middle School

Please make check payable to: \_\_\_\_\_

Please indicate the category (only one) for this reimbursement. To obtain reimbursement for multiple events, you must submit a separate form per category.

<input type="checkbox"/> Operational (Bank Charges, Supplies, Postage)	<input type="checkbox"/> Staff Appreciation	<input type="checkbox"/> Speakers	<input type="checkbox"/> Gift to School
<input type="checkbox"/> Spirit Wear & Supplies	<input type="checkbox"/> Dances: Fall/Spring	<input type="checkbox"/> Tiger Grants	<input type="checkbox"/> Book Fair
<input type="checkbox"/> Organizational (Dues and Subscriptions)	<input type="checkbox"/> Cultural In-House Event/ International Night	<input type="checkbox"/> Musical/theatrical Play	<input type="checkbox"/> Fun Run
<input type="checkbox"/> Back to School event (Ice Cream social)	<input type="checkbox"/> 8th Grade Promotion activities	<input type="checkbox"/> Outdoor Ed grant	<input type="checkbox"/> Other Fundraising
<input type="checkbox"/> Concessions	Academic and Other Dept Grants  <input type="checkbox"/> Band <input type="checkbox"/> Art <input type="checkbox"/> Media Center <input type="checkbox"/> PE	<input type="checkbox"/> Community Outreach	

Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Itemization of expenses: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approval: \_\_\_\_\_  
 (sign and date)

**Receipts or other supporting documentation must be attached!**

Paid by Check Number: \_\_\_\_\_ Date: \_\_\_\_\_