In order to receive reimbursement for any IB Parent Board expense, you must complete and submit this form along with supporting documentation.

Please allow for a 2-week turnaround time.

You may submit a scanned request to **treasurer@myersparkib.org** or place a copy of the request in the IBPAC folder in the Main Office mail room at MPHS.

**If possible, all invoices (especially those for items greater than $250) should be paid directly to the vendor.** This allows us to file for reimbursement of sales tax. Some vendors may exempt tax if they are provided with our tax-exempt letter, email the Treasurer to request a copy.

Please have company invoice us directly or contact IB Treasurer to make payment arrangements.

|  |  |
| --- | --- |
| **DATE:** |  |
| **MAKE CHECK PAYABLE TO:***(Note the address for mailing check if different than address shown on the invoice)* |  |
| **CHECK AMOUNT:** |  |
| **PURPOSE OF EXPENSE:** |  |
| **REQUESTED BY:***(Name, email and phone number)* |  |
| **IB Parent Board COMMITTEE:** |  |
| **BUDGET CATEGORY:** |  |

**For Treasurer’s Use Only:**

Date Paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expense Account \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check # \_\_\_\_\_\_\_ Check Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sales Tax \_\_\_\_\_\_\_\_\_\_\_\_