



SAUDER ELEMENTARY PTG

***Polar Bear Plunge
Reimbursement Request***

YOUR NAME:	
SPECIFIC PURPOSE FOR PURCHASES: Staff Registration Reimbursement	DATE SUBMITTED:
TOTAL AMOUNT AVAILABLE: \$25	TOTAL AMOUNT REQUESTED:
PLEASE INDICATE HOW YOU WOULD LIKE TO RECEIVE YOUR REIMBURSEMENT: <input type="checkbox"/> Check <input type="checkbox"/> PayPal (Email: _____)	

Complete the following for your reimbursement:

- ✓ **ALL POLAR BEAR PLUNGE REIMBURSEMENT REQUESTS ARE DUE 14 DAYS AFTER EVENT!**
- ✓ Complete this form and place it in an envelope labeled "Polar Bear Plunge Reimbursement" in the locked purple PTG Box.
- ✓ **Receipts/Invoices totaling the reimbursement amount must be attached to this form.**
- ✓ Contact the PTG Treasurer with any questions regarding reimbursement: **SAUDERPTG@GMAIL.COM**

FOR TREASURER'S USE ONLY

Category: _____

Date: _____

Check Number: _____

Logged: _____