

← [ Tape or staple receipts to sheet(s) of paper and attach here.  
Please attach loose receipts to an A4 sheet of paper and then staple the sheets of paper to this check request form as noted above.  
Invoices or receipts must be attached to this form in order to be reimbursed.

## Reimbursement Request Form

**KIS MS PTO 2017 – 2018**

School Event	Description	Amount (Won)
<b>Total</b>		

<b>Requested By</b>	<b>Sign:</b>
<b>Account Info.</b>	
<b>Email</b>	
<b>Phone No.</b>	
<b>Date (Month/Day/Year)</b>	

*Note : Please allow for a minimum of 5 working days for reimbursement.*