



Friends of Huggins (FOH) Reimbursement Form

Please read prior to submitting:

- Taxes are not to be reimbursed. Please use the tax-exempt number for purchases.
- Tax ID: 26-0154789
- Receipts must be attached to all requests.
- Please email both the form and receipts to fohtreasurer@gmail.com.
- Reimbursements will be processed on the 1st and 15th of every month.

Date: _____

Payable To: _____

Email Address: _____

Amount: _____

Budget Category:

Science Day/Hands on Science: _____

Father/Daughter Event: _____

Spirit: _____

Mother/Son Event: _____

Field Trips: _____

Field Day: _____

Sponsorships: _____

Garden: _____

Carnival: _____

Teacher Appreciation: _____

Gala: _____

Other: _____

Delivery Method (Circle One):

Huggins Office Pick Up

Mail to this Address: _____

Signature of Requestor: _____