



Providence Nursery School

A Co-operative Preschool

Reimbursement Request

**** Please submit request within 30 days of date on receipt. ****

Date _____

Your Name _____ Phone Number _____

Child's Name _____ Child's Class _____

Check Payable to _____ Email Address: _____

Expense Category	Amount	Explanation
Art & Classroom - SCHOOL-WIDE	_____	_____
Art & Classroom Materials/Supplies - CDO	_____	_____
Art & Classroom Materials/Supplies - 2s	_____	_____
Art & Classroom Materials/Supplies - 3s	_____	_____
Art & Classroom Materials & Supplies - 3/4s	_____	_____
Art & Classroom Materials & Supplies - 4s	_____	_____
Board Discretionary Fund	_____	_____
Cleaning Service	_____	_____
Dress-up	_____	_____
Dues & Teacher Education (VCPC dues, PACT dues/workshops, CPR/first aid)	_____	_____
Enrichment Activities	_____	_____
Facilities Maintenance	_____	_____
Fish and Fauna	_____	_____
Food - Open House	_____	_____
Food - Back to School Night	_____	_____
Food - Co-op training/First Days School	_____	_____
Food - Spring Coffee	_____	_____
Food - End of Year Ceremony	_____	_____
Fundraising - Big Room Redesign	_____	_____
Fundraising - SCHOOL-WIDE New Toys/Other	_____	_____
Housekeeping/Office Supplies (towels, tissues, cleaning, pens, pencils, etc)	_____	_____
Membership (forms copying, packets, stamps, etc.)	_____	_____
Miscellaneous	_____	_____
Newsletter	_____	_____
Parent Education	_____	_____
Playground Maintenance (toys, sand, pea gravel, etc.)	_____	_____
Professional Services (legal fees, accounting, etc.)	_____	_____
Publicity/Website (marketing, advertising, web hosting, etc.)	_____	_____
Special Events (VIP Day, Mother's Day Luncheon, Other)	_____	_____
Summer School Materials	_____	_____

TOTAL

Please attach receipts.

Authorized by: _____ Date _____