



Disney Elementary School Education Foundation Payment Authorization / Reimbursement Form 2021-22

Once completed, please turn in to DESEF Treasurer's file in front office with receipts / invoice attached.
If invoice must be sent with payment, please include an extra copy.

NAME OF REQUESTOR: _____ DATE: _____

DESEF POSITION: _____ PHONE: _____

DESEF Program (circle one or specify on other line):

Educational Programs: 5110 Art / 5120 Assemblies / 5130 Odyssey of the Mind / 5140 Recess /
5150 Spelling Bee / 5400 Technology / Other Education: _____

Auctions: 7120 RSA Auction Software / 7130 OBT / 7200 Auction Items / 7510 Donation Gathering /
7520 Marketing / 7530 Raffle / Other Auction: _____

Other Fundraising: 6220 Jog / Walk-A-Thon / 6230 Read-A-Thon / 6250 SpellCheck / 6260 Student Art Sales /
6600 Restaurant Nights / Other Fundraising: _____

Overhead: 9010 Liability Insurance / 9201 SRVEF Membership / 9202 Drop Box / 9203 QuickBooks /
9040 Accounting / 9045 RRF Annual Renew / 9050 Copy Machine / 9060 Supplies / 9070 Mail Box Rental /
9080 Postage / 9090 Parent Appreciation

Other (please specify): _____

Item Description / Note: _____

CHECK PAYABLE TO: _____
ADDRESS: _____
CITY/STATE/ZIP: _____

Amount: \$.

Invoice attached:

Receipt attached:

Deliver check to your DESEF folder, or mail to you (circle one)? **Folder** **Mail**

Please submit reimbursement requests within 30 days of events, no later than June 1. Allow up to 2 weeks for check disbursement

BELOW FOR DESEF OFFICIAL USE ONLY

DESEF Approval: _____ DATE: _____

DESEF Approval: _____ DATE: _____

Financial Secretary:

Check #: _____ Check Amount: _____ Date Issued: _____

Budget Category / Amount: _____