

**Brookfield East High School  
Friends of Fine Arts  
Expense Reimbursement Form**  
v9.22

	\$ Amount	Vendor Name	Description of Expense Purpose	Invoice/PO # <small>*Please submit a copy with this form</small>	Prepaid Expense Reimbursement? <small>If YES attach paid receipts &amp; complete payable to NAME &amp; ADDRESS</small>
<b>Craft Fair Expense</b>					
Elmbrook School District Food Service <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YES      NO Payable To: _____
Signs And Publicity <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YES      NO Payable To: _____
Other Food Purchases and Supplies <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YES      NO Payable To: _____

Submitted By:

Print Name \_\_\_\_\_

Date Approved by FFA President \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Certification**  
I understand and agree that in signing this request form I certify that the items purchased are solely for the use of the BEHS department indicated and will remain the sole property of BEHS.