**Brookfield High School Grad Party Expense Form 2023**

**\*\*All receipts must be reviewed by the committee chairperson that you are working with.**

• Complete the reimbursement form below with all information and attach original receipts. Keep a copy for yourself.

• Receipt must show the person being reimbursed paid it.

• The person purchasing the materials should sign the receipt. Even if cash or check was used.

• Online receipts must indicate method of payment and signature of the person purchasing material.

• If purchased on-line include a receipt or confirmation page that shows the name, and the amount should be paid in full.

• Allow two weeks to process your reimbursement.

• All ORIGINAL receipts must be submitted by July 30th, 2023, for reimbursement.

**Questions: Email BHS CT Grad Party Treasurer (pay4safenight.bhs@gmail.com)**

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**Send form and receipt to: Christine Goodsell, PO Box 74, Brookfield, CT 06804 or**

**email to** [**pay4safenight.bhs@gmail.com**](mailto:pay4safenight.bhs@gmail.com)

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Payable To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Or Venmo ID@** (if preferred): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_