



Reimbursement/Payment Request Process

This form is for all approved BESCA budgeted items. If expense is not an approved budget item, please first go through New Funding Request Process (<http://sjusd.org/booksin/besca/forms/>).

Faculty & Staff

- For individual class fund expenses, please complete Reimbursement/Payment Request and submit directly to the BESCA Treasurer. Receipts (or copies) must be attached.
- For Grade Level Funds, please submit completed Reimbursement/Payment Request Form to your grade level representative for approval (email attachments are acceptable). Once signed, forms should be submitted to BESCA Treasurer mailbox.

BESCA Committee Expenses

- Get approval of Committee Chair before incurring any expenses.
- Once purchased or invoiced, complete Reimbursement/Payment Request Form and submit to Committee Chair for signature (email attachments are acceptable).

Attach invoice or receipt within 60 days of purchase, but no later than June 15, 20xx.

Email or duplicate copies of receipts are acceptable.

Checks will be processed on the 15th and 30th of every month. Completed, signed Payment Requests submitted no later than two business days before these deadlines will be distributed within two business days of the processing date.

For urgent check requests, please email Don Granera, BESCA Treasurer, at don.granera89@gmail.com



Reimbursement/Payment Request Form

Date of Request: _____ Name: _____

Phone: _____ Email: _____

Purpose of Funds

(Please provide description and/or subcategory and attach receipt or invoice)

Walkathon _____

Family Fun Night _____

Individual Class Funds _____

Grade Level Funds _____

Other (provide budget/account item/description) _____

Amount of Request: \$ _____

Approval Signature (if needed): _____

Approver Title: Committee Chair Grade Level Rep BESCA President

Other _____

Check Payable to: _____

Comments/Special Instructions: _____

Check Delivery

Place check in BESCA Treasurer's Box

Place check in workroom mailbox: _____

Mail check to: _____

Other: _____

Checks are processed on the 15th & 30th of each month. Please submit completed, signed forms two business days before the deadline to Don Granera BESCA Treasurer mailbox.

For urgent check requests, email don.granera89@gmail.com