



First Class Clark County-West Reimbursement Request

INSTRUCTIONS

- 1) Staple or tape the **valid** (containing: store name, date and amount) receipts to the **back** of this form.
- 2) Complete this form & itemize the receipts.
- 3) Submit to Tricia Havens via the FC³W Friday School Mailbox or mail to:

First Class Clark Co. Homeschool Co-Op c/o

Tricia Havens

PO Box 65706

Vancouver, WA 98665

Request Date: _____

First & Last name: _____

Mailing Address: _____

City/State/Zip _____ Phone: _____

Purchase Date	Explanation of Purchase	Name of Friday School Class or First Class Event	Amount

Reimbursement Total: \$ _____

Friday School Expense: Is this request within your class budget? _____

Please mark how you would like your reimbursement delivered:

- Friday School Mail Boxes (when Friday School is in session)
- US Mail

For questions or assistance with your Reimbursement Request contact Tricia Havens at:

fc3bk@comcast.net or 360.574.4690