

River Woods Elementary Home & School  
2607 River Woods Dr., Naperville IL 60565

**CASH DISBURSEMENT REQUEST**

***IMPORTANT: Please send an email to the president and treasurer when a completed form is turned into the treasurer box to expedite reimbursement.***

(Email addresses are posted on the River Woods Home & School Website at <http://www.naperville203.org/domain/1071>)

Date of request:

Name of person requesting funds:

Committee Name:

Name of Event:

Description of Expense:

Dollar amount of expense (attach receipts): \$

Make check payable to:

(include address if you would like the check to be mailed directly to the vendor or yourself)

Budget approved expense:  Yes  No

Approval Signature: \_\_\_\_\_  
(Home & School President; School Principal or Secretary)

***REMINDER: Sales Tax cannot be reimbursed.***

Check number: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Treasurer: \_\_\_\_\_