Check Request / Expense Reimbursement Form
St. Robert Parish Festival

Booth Name or Specific Event:_____

Requested By:_____ Date of Request:_____

Phone Number: _____

Festival Group Chairperson:_____

Amount of request: $_____

Circle: Advance or Reimbursement: (if reimbursement all receipts must be attached)

Purpose of expense:_____
_____
_____

Make Check Payable To: _____

(Select One)
☐Mail to Payee's Address

_____

_____

_____

☐Hold at Rectory for pick-up

☐Send to School c/o Child's Name_____ Grade:_____

Group Chair Approval: _____ Date:_____

Treasurer Approval: _____ Date:_____

Office Use Only:

$ Paid: _____

Expense Code:_____

Check #: _____

Date Paid: _____

Return to Ana Kimoto, Festival Treasurer, (ana@kimoto.us or through Alyssa Kimoto, 8th grade)
All requests must be turned into the rectory by September 30, 2019, so that books can be closed and an accurate income and expense report can be compiled by the end of October.

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Spending and Expense Reimbursement Procedures

Budget

1. **A detailed festival budget has been prepared and shared with group chairpersons.**

2. **Spending should occur with your group's budget in mind.**

Expense Reimbursement Procedures

1. **Complete festival check request form and attach receipts.**

2. **Submit completed form to group chairperson for approval. Group chairpersons are listed below. A hard copy, or an email with attachments is ok.**

3. **Upon review and approval, group chair will forward the form with receipts to Ana Kimoto, Festival Treasurer (ana@kimoto.us, or through school c/o Alyssa Kimoto, 8th grade, or through the rectory - Attn: Ana Kimoto, Festival). Parish financial policy requires expense reimbursements be approved by event Treasurer prior to payment.**

4. **Treasurer will approve, log, and forward expense reimbursement requests to the rectory for payment.**

Group Chairpersons

- **Festival Chairs: Yvette Walker, and Ken O'Dowd**
- **Group I Publicity: Kim Filoteo**
- **Group II Entertainment: Jenell Wilson**
- **Group III Money Room: Matt Butler**
- **Group IV Construction: Jim Brown**
- **Group V Hospitality: Yvette Kinchen**
- **Group VI Game and Food Booths: Sandra Salazar**