

Expense Reimbursement Form

Thanks to the generosity of John Taylor and the Clay-Price Fund, each school has been allocated \$500.00 to cover administrative and material expenses incurred through the Individual School Endowment Initiative. The Foundation will keep a running total of each school's expenses.

To request a reimbursement of your expenses related to Individual School Endowment Initiative business, please complete the following. Place the completed form along with any receipts in an envelope and mail to the Foundation for Madison's Public Schools 455 Science Drive, Madison, WI 53711, Attention: Mary Bartzen.

The Foundation for Madison's Public Schools tax exempt number is ES 045701. A copy is enclosed for your convenience. Sales tax will not be reimbursed.

Name: _____

E-mail address and phone
number: _____

School: _____

Amount
Requested: _____
(Please be sure to include receipts)

Description of
Expenses: _____

Please send reimbursement check
to: _____

Date: _____