



A Creative, Liberal Arts Charter School
 Est. 2009 by the REACH Parent Foundation

On the Brook Haven Campus
 7905 Valentine Ave.
 Sebastopol, CA 95472
 Sebastopol Union School District

Karen Mirabelli, School Director 707-321-3793

Reimbursement Request

Please list the amount requested for reimbursement and a description of the purpose. Receipts or similar supporting documents should be attached.

Amount	Description	Code
	Total	

Code List

- | | | | |
|------|-----------------------------|--------|-------------------------------|
| 4200 | Instructional Materials | 6405.4 | 4/5 th Field Trips |
| 4300 | Enrichment & Clubs Supplies | 6405.6 | 6 th Field Trips |
| 4500 | School Supplies | 6405.7 | 7 th Field Trips |
| 5030 | Office Expenses | 6405.8 | 8 th Field Trips |
| 5050 | Teaching & Staff Gifts | 6501 | Activity Night |
| 6100 | Community Events | 7030 | Outside Training Programs |
| 6200 | Graduation Celebration | 7100 | Parent Education |

Name: _____ Date: _____

Make check payable to (if different than above): _____

Treasurer Approval: _____ Date: _____

President Approval (over \$150): _____ Date: _____