



**Investing in Education**

# Principal Checkbook

One of the ways that the Hilton Education Foundation can provide funds for your school is through the Principal Checkbook. There really is no checkbook for your personal use, but simply access to cash for the purpose of providing help to kids in need. For example, students in your school may need school supplies, art fees, band fees, field trips fees, yearbook or graduation fees, cap and gown fees. The Foundation gives you complete discretion to spend your checkbook funds to help your kids in need. All you need to do is approve the request for expenditure, submit the form with the receipt attached, send it to HEF, and wait for a reimbursement check.

**All Requests must be to the Foundation by June 10<sup>th</sup> 2016**

Important tips on the use of the Hilton Education Foundation Principal Checkbook

- The form below is to be filled out by the Principal to clarify expenditures and request payment from the Foundation. This form allows you to list and summarize your expenditures and give the Foundation clear instructions about who to pay.
- Please be sure to sign this reimbursement request as the Foundation requires Principal approval before reimbursement checks are sent out.
- Checks can be made out to the principal, teacher or any entity.
- All payment checks will be returned to the Principal for distribution.
- Send reimbursement requests to the

Hilton Education Foundation  
PO Box 232  
Principal Checkbook  
Hilton, NY. 14468

- Please be sure to keep copies of each summary sheet and the receipts for your records.

Sponsor By

*Wegmans*



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# Checkbook Reimbursement Summary

## Reimbursement Procedures

1. Principal discretion reimbursement may not exceed \$200.00 for each check.
2. Please save and attach receipts and/or invoices for each expense
3. Forward reimbursement summary form and original receipts to the Foundation
4. Give clear payee instructions, who should the reimbursement check(s) be made payable to
5. Check(s) will be returned to the Principal for distribution
6. Retain copies of all receipts and summary for your records

Please Print

School \_\_\_\_\_

Date \_\_\_\_\_

Principal \_\_\_\_\_

Please list Expenditures/Purpose/Details

*Please No Students Names*

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Make Reimbursement Check(s) Payable To

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact \_\_\_\_\_ Phone Ext. \_\_\_\_\_ For Questions

Principal Signature \_\_\_\_\_

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