

**RENAISSANCE ACADEMY AT CHICAGO NFP
PURCHASE/REIMBURSEMENT REQUEST**

ITEM: _____

AMOUNT REQUESTED/REIMBURSED: _____

DESCRIPTION: _____

TOTAL: _____

PLEASE NOTE THE FOLLOWING:

*If the requested amount totals or exceeds \$100.00, a signature of one of the Board of Directors is required.

*Facilitators requesting reimbursement need to forward the request to the Chair of the Curriculum Committee.

*Requests not directed to the Curriculum Committee or the Board of Directors should be sent to the Treasurer c/o the Renaissance Academy office.

*Please attach receipt to this request form.

*All materials purchased for RA classes become the property of the organization. All materials must be returned to the RA office upon completion of the course.

Renaissance Academy check in the amount of \$ _____ sent to

_____ on _____.

Request submitted by _____ on _____.