



Check or Reimbursement Request

Please return form and invoice/receipt/proof of payment to PACE Lockbox (foyer) or PACE Mailbox (office workroom). You may also email electronic copies of the above to treasurer@paceatlockwood.org

Pay to: _____ Date: _____

Email Address: _____ Amount: _____

Budget Line Item: _____

Description: _____

Deliver Reimbursement:

_____ via student folder _____ mail to my home _____ I will arrange pick up with the treasurer

Physical Address if requesting check be mailed: _____

For Treasurer Use Only

Receipt/Invoice Attached: _____

PACE Check # _____
