



STUDENT EMERGENCY FUND

2023-24

Expense Form

Attention: Vicky Struthers or Kellie Brace

E-mail: vstruthers@hpedsb.on.ca or kbrace@hpedsb.on.ca

School:	
Principal:	
Funds Granted:\$	SEF Request #:
This was a Len & Olive Black Memorial Fund request: <input type="checkbox"/> Yes <input type="checkbox"/> No This was a request to support an athletic equipment purchase: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Expenses (<i>list and scanned receipts MUST be attached to be reimbursed</i>):	
Description	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Funds Expended:	\$
Principal's Signature: (*Required)	Date:
<p>This form is to be emailed to Vicky Struthers or Kellie Brace. Along with a scanned copy of corresponding receipts. Thank you!</p> <p><i>A reimbursement will be provided via EFT, if your school is not signed up, please do so ASAP!</i></p>	