



UPPER DUBLIN EDUCATION FOUNDATION PO/Check Request/Reimbursement Request

**UDEF is a 501(c)(3) organization and has sales tax exemption; please notify vendors of our tax-exempt status when requesting estimates and sales quotes. We will provide vendors with a copy of our sales tax exemption certificate upon placing orders.*

Please complete this form if you would like to request a purchase order, check or reimbursement for an approved foundation expense.

- Purchase Order:** To obtain your approved materials and/or program, you may request that UDEF purchases them on your behalf.
- Check Request:** To request a check or invoice payment for a previously approved purchase.
- Reimbursement Request:** To request reimbursement for any previously approved purchase that you made on your own.
 - Complete sections 1-3 below with all necessary information.
 - Attach vendor sales quote, invoice, and/or original receipt.
 - For POs, indicate where items should be shipped.

1. Complete the section below and email along with your receipts or invoices to Bryn Dartley at bdartley@udsd.org.

Name _____	Date _____
Title _____	School _____
Email _____	Phone _____

2. Purchase related to: (select one)

- | | |
|---|---|
| <input type="checkbox"/> Annual Appeal
<input type="checkbox"/> Cardinal Opportunities/Mentoring
<input type="checkbox"/> EITC Funding
<input type="checkbox"/> Financial Assistance/Scholarships
<input type="checkbox"/> Foundation Day
<input type="checkbox"/> Grant
<input type="checkbox"/> GYFF
<input type="checkbox"/> Marketing Communications Expense | <input type="checkbox"/> Medals Program
<input type="checkbox"/> Monte Carlo Night
<input type="checkbox"/> Music in our Schools
<input type="checkbox"/> North Hills Program
<input type="checkbox"/> Scholarship
<input type="checkbox"/> Staff Tribute
<input type="checkbox"/> UD Triathlon
<input type="checkbox"/> Other: (describe) _____ |
|---|---|

3. Expense Details:

Item(s)	Vendor Name	Ship-To Name & Address (for POs or Checks)	Cost
TOTAL COST			

Please allow up to 4 weeks for processing. Questions can be directed to Bryn Dartley at bdartley@udsd.org. Additional forms can be downloaded at www.udefoundation.org.

For internal use:

Approved By _____ Date _____ Check# _____