



## JAN KEN PO GAKKO

### Reimbursement Instructions

1. Complete "Request for Reimbursement" Form
2. Attach receipt(s) matching reimbursement amount.
  - a. Ideally, receipt would be for JKPG items only
    - i. However, if other non-JKPG items are included on receipt, clearly notate on the Request for Reimbursement Form: Description of Purchase section, the item(s) and dollar amount(s) of each item to be reimbursed.
3. Hand deliver the completed forms with receipt(s) to JKPG Treasurer at Gakko; or Mail or email) to JKPG Treasurer at the following:  
Email: [jkgptreasurer@gmail.com](mailto:jkgptreasurer@gmail.com)  
Mailing Address: PO Box 221247  
Sacramento, CA 95822
4. Deadline to submit reimbursements is: Friday of the week following the end of Gakko.  
i.e. 07/21/2023 for the 2022-2023 (08/01/2022-07/31/2023) school year
5. Treasurer will contact Requestor at Phone # indicated on Request for Reimbursement form should any questions arise.
6. Treasurer will complete the following fields at bottom of Request for Reimbursement form:  
RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
CK # \_\_\_\_\_ DATE \_\_\_\_\_
7. Treasurer will attach reimbursement check and hand deliver to Requestor at Gakko or mail reimbursement checks to Requestor address indicated on Form.



JAN KEN PO GAKKO  
2022-2023  
Request for Reimbursement

Attach receipt and submit form  
to:  
Jan Ken Po Gakko  
c/o Janice Nakamura  
Po Box 221247  
Sacramento, CA 95822 or  
jkpgtreasurer@gmail.com

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE # \_\_\_\_\_

AMOUNT REQUESTED \$ \_\_\_\_\_

DESCRIPTION OF PURCHASE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
GRADE / EVENT \_\_\_\_\_

RECEIVED BY \_\_\_\_\_  
CK # \_\_\_\_\_

DATE \_\_\_\_\_  
DATE \_\_\_\_\_