



Evergreen Education Association

5516 NE 107 Avenue, Suite 100 • Vancouver, WA 98662 • (360) 892-1740 • FAX (360) 944-6960

EEA RECOGNITION FUND REQUEST FORM

The EEA recognizes retiring members by allocating \$150 for a gift or gift certificate and reimbursing up to \$100 in party costs, pursuant to the budget line item amount for the year and the number of retirees announced by the May Rep Council meeting.

In order to be reimbursed, please fill out this form, attach any receipts showing any expenses made, and turn it in to the EEA office.

Name of Person to be Reimbursed: _____

Name of Retiree: _____

School: _____

Date of Party: _____

Amount to be reimbursed: _____

Address to Mail Check: _____

Date Submitted to EEA Office: _____	OFFICE USE ONLY
Check No.: _____	_____