



# Request Form for NKOA Reimbursement Clothing & Activities

*Please submit a separate request for each child and clothing or activity request.*

1. Get approval to use NKOA funds by calling/emailing Melissa Moeddel 513-381-1326, [mmoeddel@prokids.org](mailto:mmoeddel@prokids.org)
2. Register your child and pay for the clothing or activity
3. Be prepared to show ProKids Tax-Exempt Form at Checkout
4. Request reimbursement by submitting this form *with receipt*

Date of request: \_\_\_\_\_ CASA Manager: \_\_\_\_\_

Child's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Juvenile Court case identification number: \_\_\_\_\_

Items or activity requested: \_\_\_\_\_

Able to obtain scholarship funds from organization?      yes      no

Able to obtain funds from JFS?      yes      no

If activity, has transportation been addressed?      yes      no

Date funding approval given: \_\_\_\_\_



A reimbursement check (minus sales tax) will be sent to the individual identified below:

Make check payable to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Amount: \_\_\_\_\_

For accounting purposes, please indicate the number of items purchased:

\_\_\_\_\_ shoes/boots      \_\_\_\_\_ coats      \_\_\_\_\_ articles of clothing      \_\_\_\_\_ eye glasses

Please indicate if other: \_\_\_\_\_

CASA must email or mail the original itemized receipt for the cost of the items to:

Melissa Moeddel (513-381-1326)

[mmoeddel@prokids.org](mailto:mmoeddel@prokids.org)

9610 Ross Avenue

Montgomery, OH 45242