

# REQUEST FOR REIMBURSEMENT CHEER SAFETY

TO: STUDENT ACTIVITIES OFFICE - phone 571-423-1260  
GATEHOUSE ADMINISTRATIVE CENTER

I have successfully completed the Cheer Safety Certification program.

I am sending (emailing) along with this request a copy of my certificate and a copy of the transaction receipt to the Office of Student Activities and Athletics. (Please retain original copies for your records)

I request reimbursement of the fee (\$88) that I paid to USA Cheer.

**Name** \_\_\_\_\_  
**Address, Street** \_\_\_\_\_  
**Address, City, St, Zip** \_\_\_\_\_  
**Address must be consistent with FCPS records** \_\_\_\_\_  
**Telephone** \_\_\_\_\_  
**FCPS Employee Number,** \_\_\_\_\_  
**necessary for Accounts Payable Office** \_\_\_\_\_  
**Coaching location, High School** \_\_\_\_\_

Completed Courses: ( ) Cheer Safety Certification

Signature \_\_\_\_\_

➤ Email to [FCPSSAAP@fcps.edu](mailto:FCPSSAAP@fcps.edu)

Reimbursements will be processed approximately once a month. Requests received after the first week will be processed the following month. A direct deposit will be issued 6-8 weeks upon receipt of your request and verification of your test results.