

REIMBURSEMENT FORM FOR OLA PTG EVENTS 2014-2015

DATE: _____ PTG EVENT: _____

DESCRIPTION OF ITEMS PURCHASED: (RE: Food, Decoration, gifts, etc.)

TOTAL COST: \$ _____

(Receipt is required – Please attach originals/notes behind this form)

DONATION (optional): \$ _____

Do you require a donation letter acknowledging your Donation?

Please Circle YES NO

**TOTAL REIMBURSEMENT
AMOUNT:** \$ _____

PLEASE ISSUE REIMBURSEMENT CHECK PAYABLE TO:

NAME: _____

*****PLEASE DELIVER CHECK to the following MAILING ADDRESS:**

Address: _____

Address: _____

******Or DELIVER TO (circle one) : School Office OR my child's classroom**

NAME/CLASSROOM/GRADE: _____

OFFICE USE:

Chk #	Paid	QB	Note:
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OUR LADY OF THE ASSUMPTION SCHOOL
 2141 WALNUT AVENUE
 CARMICHAEL, CALIFORNIA 95608
 (916) 489-8958

Our Lady of the Assumption Catholic Church and School are Non-Profit organizations as defined by US Internal Revenue Code
 501 (c) (3)
 Tax ID # 45-3954215
 Questions Regarding This Form: Call John Barrett
 OLA Treasurer