

Our Lady of Fatima

PTC – Expense Reimbursement Form

(for Scrip, Fall Festival, Auction, PTC Committee Expenses)

Please complete and return this form, along with your original receipts or invoices attached to the PTC Box located in the school office. After receipt of this form, payment will be made. If you have any questions, please contact Maribeth Wassel 206-282-4992 or dmwassel@comcast.net

Date: _____

For What Purpose: _____

Reimbursement Amount: _____

Approval: _____

Make Payment To: _____

Mailing Address ~OR~ send home in Family Packet:

Family Name/Classroom: _____

Mailing Address:

For PTC Use Only:

Date Received:

Date Paid:

Check #: