



# Our Lady of Fatima Parish School PTC Expense Reimbursement Form

*Please staple original receipts or invoices to this form and return it to the school office.*

This form is to be used for reimbursement of Scrip, Fall Festival, Auction, PTC Committee, and other PTC Expenses. For other expenses, please use the School Reimbursement Form.

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 the PTC Treasurer.

Date Submitted: \_\_\_\_\_

Purpose: \_\_\_\_\_

Post to (circle):

Scrip	Fall Festival	Auction	PTC Committee Expenses	other: (specify)	
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If room parent expense, which teacher/grade? \_\_\_\_\_

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

Make payment to: \_\_\_\_\_  
(please print name)

Mail payment to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OR

I will pick up reimbursement check from the school office.     Yes     No

If questions, please call: \_\_\_\_\_ (your phone number)

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**FOR OFFICE USE ONLY**

Approved by: \_\_\_\_\_  
(Christopher Smith, Principal)

Department budget: \_\_\_\_\_  
.....

**For PTC Use Only**

Date Received:

Date Paid:

Check #: