

# REIMBURSEMENT FORM FOR OLA PTG EVENTS 2009-2010

DATE: \_\_\_\_\_ PTG EVENT: \_\_\_\_\_

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

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TOTAL COST: \$ \_\_\_\_\_

(Receipt is Required – Please attach to this form)

DONATION (optional): \$ \_\_\_\_\_

Do you require an Acknowledgement  
of your Donation? Circle ----- YES NO

TOTAL REIMBURSEMENT  
AMOUNT: \$ \_\_\_\_\_

PLEASE ISSUE REIMBURSEMENT CHECK PAYABLE TO:

NAME: \_\_\_\_\_

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

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

Or deliver to :

CLASSROOM/GRADE: \_\_\_\_\_

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 # 94-1125118

Questions Regarding This Form: Call Colleen Bischel  
OLA Treasurer