St. Anthony Home and School Association

Reimbursement Form for 2009-2010 School Year

Remember to use the Tax Exemption Form. Home and School will NOT reimburse sales tax. If requested amount is OVER budgeted event amount, you MUST have prior approval from Mrs. Schramka and/or Home and School Association.

PLEASE FILL OUT

Reason for Reimbursement/Event: _____

Payable to: _____

Amount Requested: _____

Date	Description	Expense
	Grand Total	

Please attach ALL receipts to this form and send to the School Office. Home and School meets the 4th Wednesday of each month and reimbursement checks will be distributed after the monthly meetings. Please be PROMPT in submitting your receipts and this form to receive prompt payment. Contact Karen Grey at 262.252.2579 or kgrey@integreyt.com with any questions.

Date Paid: _____

Check Number: _____

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