

# Sunnyside Environmental School PTSA REIMBURSEMENT or DONATION FORM

Use this form if you have already paid for items and wish to be reimbursed or donate

**Attach all receipts to this form. If you purchased personal items, please circle the items for which you are requesting reimbursement.** Complete form with as much detail as possible. Enter the total at the bottom. Please put your name and address on the form.

**Today's Date:** \_\_\_\_\_

**Place in the PTSA box in the office, fax via the school copier (PTSA\_Treasurer)**

**Your Information:**

Name:

Address:

Portland OR, Zip:

If this is an in-kind donation (you do not wish to be reimbursed) you may keep your original receipt and submit a copy.

Documenting our in-kind donations helps us know our true program costs, helps us show community support and allows us to provide you a tax receipt.

This is a donation, please provide me a tax receipt \_\_\_\_\_

-----  
**SAMPLE**

Items Purchased	Purpose	Whom Paid	Amount
Postage	Spotlight	USPS	\$98.26

-----

Items Purchased	Purpose	Whom Paid	Amount
<b>Total</b>			