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:

---------------------------------------------------

SAMPLE

<table>
<thead>
<tr>
<th>Items Purchased</th>
<th>Purpose</th>
<th>Whom Paid</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postage</td>
<td>Spotlight</td>
<td>USPS</td>
<td>$98.26</td>
</tr>
</tbody>
</table>

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 ______

Total

Revised 10/10/2018