ST. JOSEPH SCHOOL
DOWNINGTOWN

HOME & SCHOOL ASSOCIATION

Reimbursement Form

Please fill out this form in its entirety and submit via email (with scanned receipts) to saintjosephschooltreasurer@gmail.com or leave it in the HSA mailbox located in the Front Office of the school. If using the mailbox, please send me an email to let me know it is there.

Please indicate which event the reimbursements are for (i.e. Monster Mash, Catholic Schools Week, Green & White Gala, Walkathon). If there is a finance person for the event, the receipts must go through them first.

Name:	
Street Address:	
City, State, Zip:	
Phone #/Email:	
Date Submitted:	

Event _____

Store Name	Brief Description	Amount
	GRAND TOTAL TO BE REIMBURSED	

Received By_____ Check#_____ Mailed on_____