



St. Ambrose
Parent Teacher Organization
St. Ambrose School
3827 Woodburn Road
Annandale, VA 22003
Tele: 703.698.7171

PTO REIMBURSEMENT FORM

Please be sure before you make any purchase on behalf of the PTO the item has been budgeted. If there is no budget for the item/event for the purchase you will not be reimbursed.

NAME: _____

TELEPHONE: _____

COMMITTEE: _____

DATE OF PURCHASE	PURPOSE OF ITEM(S)	COST

TOTAL AMOUNT OF REQUESTED REIMBURSEMENT: \$ _____

PLEASE ATTACH ALL RECIEPTS. SUBMIT TO THE TREASURER FOR PROCESSING.

SUBMITTED BY: _____

SIGNATURE: _____

DATE: _____

ATTACH ALL RECEIPTS!!!

St. Ambrose Tax identification number is 54-0842503.