

# St. Joseph Home & School Pre-Approval / Reimbursement Form

\*This form must be signed by the Home & School President for approval prior to ANY purchase in order to receive reimbursement or to have payment sent directly to the vendor.

Name \_\_\_\_\_ Date \_\_\_\_\_

Name of committee/event \_\_\_\_\_

Is the purchase of these items part of the Home & School approved budget? Y or N

Budget amount approved per budget for this event. \$ \_\_\_\_\_

Items to be considered for purchase:

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Estimated Cost to purchase items		\$ _____

APPROVED \_\_\_\_\_ Date \_\_\_\_\_

**Home & School President hereby approves the purchase of the above listed items up to \$\_\_\_\_\_.**

## Reimbursement

Receipts Attached: Y or N (All receipts must be attached for reimbursement)

Check to be (**circle one**): Picked up at main office OR Send home in paper packet (class of oldest child) \_\_\_\_\_

Vendor check payable to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMMITTEE BALANCE** \_\_\_\_\_

### For Treasurer Use only:

All Receipts Attached: Y or N

Notes:

\_\_\_\_\_

Date: \_\_\_\_\_ Check # \_\_\_\_\_ Reimbursed \$ \_\_\_\_\_ Treasurer: \_\_\_\_\_