

St Matthew Home & School Association

Reimbursement Request

Please submit to Danielle Wetzel via kidmail c/o Nico Wetzel 2S
or email to hsastmatthewtreasurer@gmail.com

Check Information

Payable to: _____ Amount: _____

Delivery Method:

- Kidmail c/o _____
 Pick up from school office

Expense Information

(include as much information as possible & attach copies of all receipts. Please use the tax exempt form for all purchases so we don't have to pay taxes)

Event/Class Name: _____

Expense Description: _____

Requestor Information

Name: _____ Date: _____

Email: _____

Treasurer use only : Please do not write/type in the area below

Check #: _____

Check Date: _____