

Oak Valley Middle School Science Olympiad

2019-20 Expense Request Form

Instructions:

- (1) Fill out form completely.
- (2) Attach all itemized receipts; no personal purchases on the receipt.
- (3) No reimbursement for gift cards; for online orders, the person requesting funds must match name on receipt.
- (4) Submit within 30 days of purchase.
- (5) Email copy of form ovmsso@gmail.com to advise of the submission.
- (6) Put in Science Olympiad mailbox at OVMS. Your reimbursement will take at least 2 weeks.

Date			
Name			
Home Address			
Email & Contact #			
Check to be written to			
Amount Requested		Expense Reimbursement <input type="checkbox"/>	Check Request <input type="checkbox"/>
Name of Event & Description of Items/Services Purchased			
Attach original ITEMIZED Receipts to this Form. No personal purchases on receipt.			
Print & Sign			
Return to Science Olympiad mailbox at OVMS for processing.	<hr style="width: 80%; margin-left: 0;"/> I acknowledge that requested funds are for the purpose of OVMS-SO business		
For Admin Officer Only			
Approved By		Date	
Signature			
Comment/Issued			