

Oak Valley Middle School Science Olympiad

2020-21 Expense Request Form: Virtual Submission

Instructions:

- (1) Fill out form completely.
- (2) Attach scans of all itemized receipts to email; no personal purchases on the receipt. Please make receipts are legible when scanned.
- (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 this form + PDF of receipts to Emily Chen at prcemily@gmail.com. Please keep in case we need further documentation.
- (6) Your reimbursement will take at least 2 weeks.

Date			
Name			
Home Address			
Email and Cell Number			
Check to be written to			
Total Amount Requested		Expense Reimbursement <input type="checkbox"/>	Advance Check Request (by prior approval only) <input type="checkbox"/>
Name of Event			
List descriptions of: 1. Vendor(s) 2. Amount Paid 3. What items/services were purchased 4. Describe purpose/use			
Sign & Email	<hr style="width: 80%; margin: 0 auto;"/> I acknowledge that requested funds are for the purpose of OVMS-SO business.		
For Admin Officer Only			
OVMSO Treasurer Signature			Date
OVFF Signature			
OVFF: Check No. and Date issued			