

Oak Valley Middle School Science Olympiad

2023-24 Expense Request Form

Instructions:

- (1) Fill out form completely.
- (2) Gather original itemized receipts to this form; no personal purchases allowed on receipts.
- (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 form and receipts to OVMSSO Treasurer: ovmssotreasurer@gmail.com.
- (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(s)			
List descriptions of: 1. Vendor(s) 2. Amount Paid 3. What items/services were purchased 4. Describe purpose/use			
Sign	<hr style="width: 80%; margin: 0 auto;"/> I acknowledge that requested funds are for the purpose of OVMSSO business.		
For OVMSSO Treasurer Only			
Approved By		Date	
Signature			
Comment/Notes			