



Please use this form for all reimbursement requests to the Loma Prieta Home and School Club. Please fill in completely and return to the Home and School Club Drop Box in the Loma office.

Date: _____

Check payable to: _____

Mail check to: _____

DATE	DESCRIPTION	FUND USED/PURPOSE*	AMOUNT
TOTAL REQUESTED			

*Teacher Start Up, Class Party, Teacher Project, HSC Event, HSC Expense, etc.

If reimbursement is requested for Class Party, Class Supplies or Teacher Project, please list the name of teacher.

Teacher: _____

**ALL RECEIPTS MUST BE ATTACHED
FOR REIMBURSEMENT TO BE PROCESSED.**