

Saint Patrick Mothers' Club

EXPENSE

All expenses must be reported within two weeks of completion of fundraiser to be considered for reimbursement.

Saint Patrick Mothers' Club
 Angela Leo, Treasurer
 c/o Saint Patrick School
 20 Pleasant Street
 Stoneham MA 02180

Submitted by: (Print full name) _____

Event: _____

Purpose of expense: _____

Questions?:
 Angela Leo, Treasurer
 31 438 0303
 angelaagelo@msn.com

Keegan, Keegan,
 resident
 31 438 7153
 m.keegan@verizon.net

Date	Description	Approved	Total

All Receipts must be attached to the expense form.

Maintain copies until reimbursement is received.

SCIP Used	()
Total Due	

Volunteer Signature: _____

Date: _____

Chair Approval Signature: _____

Date: _____

Posted _____
 Date Paid _____
 Check# _____

Mothers' Club Officer Approvals
 Review and Approval Signature: _____

Treasurer Approval Signature: _____