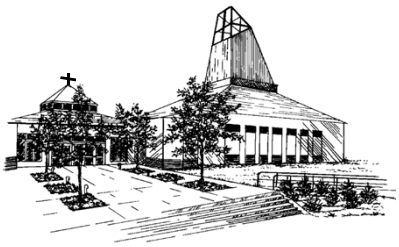

St. Stephen the Martyr Parish

Home & School Classroom Allowance Request

Use this form to request reimbursement from Home & School for educational materials and classrooms supplies.

NAME	DATE

DATE	ESTABLISHMENT	ITEM DESCRIPTION	AMOUNT
			$ -

TOTAL PURCHASES $ -

2010-2011 ALLOWANCE	AMOUNT
Home & School Annual Allowance	$ 150.00

ALLOWANCE REMAINING $ 150.00

TOTAL DUE EMPLOYEE $ -

DATE	2010-2011 PAYMENTS	AMOUNT
		$ -

FOR OFFICE USE

PO NUMBER

HOME & SCHOOL APPROVAL

I have paid the amount shown on this statement for educational materials and supplies to be used in my classroom at St. Stephen the Martyr. Original receipts are attached.

EMPLOYEE SIGNATURE	DATE	PRINCIPAL SIGNATURE	DATE