



# Ridgewood Elementary School PTC

## Check and Donation Receipt Request Form

Ridgewood PTC  
10100 SW Inglewood St.  
Portland, OR 97225

**\*\*\* IMPORTANT – PLEASE READ \*\*\***

- If you would prefer a donation receipt rather than reimbursement, please provide a detailed description of the donated item(s) and/or include receipts. *The PTC is a registered 501(c)(3) and all or part of your gift may be tax deductible as a charitable contribution. Please check with your tax advisor. [EIN #93-0741893]*
- Preapproval is mandatory before spending money on behalf of the PTC. Every expense needs a specific budget allocated. The person designated by the PTC as responsible for managing that budget (“\*Budget Owner”) needs to initial the reimbursement form before being submitted to the treasurer. *Donations* do not require approval.
- Reimbursement requests require original receipts and must be submitted within 30 days of the receipt date.
- Please return this completed form, with stapled receipts, to the PTC inbox in the Production Room.

Your Name: \_\_\_\_\_ Request Date: \_\_\_\_\_  
 Phone or Email: \_\_\_\_\_ Check Payable To: \_\_\_\_\_  
 \*Budget Owner (Approver): \_\_\_\_\_ Owner’s Initials: \_\_\_\_\_

\* Budget Owners can be identified by opening the current PTC budget document on the PTC’s website – [ridgewoodptc.org/financials](http://ridgewoodptc.org/financials)

Donate To PTC?	Detailed Expense Description and Budget Category Funding This Expense <i>(budget is not needed for donations)</i>	Expense	
		Date	Amount
			\$
			\$
			\$
			\$
			\$
<b>Total Amount Of Reimbursement Request</b>			<b>\$</b>

How would you like the check/donation receipt delivered? Please choose one.

- Home with student    Student & teacher: \_\_\_\_\_
- Mailed                                    Mailing address: \_\_\_\_\_
- Staff mailbox (only applicable for Ridgewood staff)                     Email (donation receipts only)