

REIMBURSEMENT RECEIPT

2011-2012

STUDENT INFORMATION

Student Name: _____

Class Name: _____

Dates of Class: Start ___/___/___ End ___/___/___

Date Paid in Full: ___/___/___

Amount Paid: \$_____ Receipt #: _____

Form of Payment: (circle one) (1) Cash (2) Credit Card (3) Check #: _____

ORGANIZATION DETAILS

Organization Name: _____

Street Address: _____

City _____, CA Zip _____

Phone Number: (_____) _____ FAX: (_____) _____

VERIFICATION OF PAYMENT (organization employee)

Name: _____

Position/Job Title: _____

Signature: _____

IMPORTANT: PLEASE READ AND SIGN

- Reimbursements can only be made for the following providers: YMCA; City/County Public Community Center/Dept. of Recreation; AYSO; Little League; San Diego City Museums; Zoo/Wild Animal Park; San Diego Junior Theater; Joan Kroc Center and Community Colleges (tuition only)
- Parent is responsible for completing this form and taking it to the Organization to have signed and returned to GSDA with an original receipt attached.
- Reimbursement will only be made after the student has completed the class named above **and** upon fulfillment of the following conditions:
 - a student has a signed Request to Reserve Enrichment Units form on file with GSDA (so that elective funds can be reserved in advance of class start date).
 - an employee of the organization named above signs this form.
 - Student is currently enrolled with GSDA, meets all attendance requirements, and has sufficient elective funds available for use within the current school year.
- Reimbursement Receipt Forms **must be submitted within 30 days** of class completion in order for GSDA to make reimbursement payment. *Exception: Reimbursement Receipt Forms for May classes must be submitted by June 7, 2012.*

PARENT/GUARDIAN SIGNATURE AND DATE:

I have read the terms stated above and agree to the conditions set forth in the Credit System for Enrichment Units.

Signature _____

Date _____

Please send reimbursement check to:

Name _____

Address _____
