



**WillowGlenFoundation**  
MIDDLE SCHOOL & HIGH SCHOOL

## Reimbursement Request

Please complete the form, attach the receipts and send to Sara Kelley via US Mail (Willow Glen Foundation, P.O. Box 8096, San Jose, CA 95155-8096) or email it to Sara at [SaraK@jyac.com](mailto:SaraK@jyac.com).

Today's Date:

Approved by:

On this date:

Name & Address of Person Making Request:

*Item Purchased:*

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*Budget Line Item (if known)*

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*Date Paid and Check #*

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Total to be reimbursed:

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Thank You! Your reimbursement will be mailed to you within 7 business days.