STILLWATER ELEMENTARY PTSA 2018-2019

REQUEST FOR REIMBURSEMENT/CHECK REQUEST FORM

Date:

Budget Line Item(s):

Committee Chair for Budget Line Item:

Is Committee Chair Aware of Purchase:

Requested By:

Make Check Payable To:

Address (if check needs to be mailed):

check will be placed the committee chair's folder if not mailed

Budget Line Item	Vendor	Item Description	Amount
	***attach receipts**		TOTAL

Requested by Signature: _____ Date _____

President Signature: _____ Date _____

*must be signed by the President and the person requesting reimbursement

Please attach all necessary documentation and keep a copy for yourself to be used for budget verification. After approval of the President, place in Treasurer's folder in PTSA files by staff mailboxes in the work/copy room and notify Treasurer in person, by text or by email.

Treasurer: Rachel DelCarmen

Phone: 206-579-9120

Email: tres@stillwaterptsa.org

For Treasurer Only:

Date Received: _____

Date Check Written: _____ Check #: _____

Treasurer Signature: _____ Check Amount: _____

Notes: _____

NOTE: You can use one reimbursement form for multiple line items from the budget, but each receipt needs to denote which line item its associated with.