STILLWATER ELEMENTARY PTSA 2020 - 2021
REQUEST FOR REIMBURSEMENT/CHECK REQUEST FORM

Date:
Budget Line Item(s):
Is Committee Chair Aware of Purchase:
Requested By:
Make Check Payable To:
Address (if check needs to be mailed):

Budget Line Item	Vendor	Item Description	Amount

**Please attach receipt and indicate budget line item per receipt.*
**Please separate personal purchases from PTSA purchases at the time of transaction to simplify the reimbursement process (meaning get two separate receipts). If anyone combines personal and PTSA purchases onto one receipt, they forgo getting reimbursed for any sales tax. Thank you for understanding.*

TOTAL

Requested by Signature: _____ Date _____

President Signature: _____ Date _____

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

Next Steps: Please submit this form signed with all pertinent receipts via email (either scanned image or picture) to the treasurer at tres@stillwaterptsa.org. Treasurer will then print and take to president for review and signature. Please be sure to provide your mailing address for prompt reimbursement. You will be notified when your check is mailed. Thank you!

Treasurer: Chelsea Krause
Phone: 425-922-1704
Email: tres@stillwaterptsa.org

President: Monique Linz
Phone: 425-322-6308
Email: president@stillwaterptsa.org

For Treasurer Only:

Date Received: _____
Date Check Written: _____ Check #: _____
Treasurer Signature: _____ Check Amount: _____
Notes: _____
Entered in MM: _____