

**STILLWATER ELEMENTARY PTSA  
REQUEST FOR REIMBURSEMENT/CHECK REQUEST FORM**



**PROCEDURE:**

1. Provide copies of all receipts with this form and indicate budget line item per receipt.
2. PTSA purchases **MUST** be on their own receipt. Please do not combined personal purchases and PTSA Purchases. If combined personal and PTSA purchases onto one receipt, you will forgo receiving reimbursed for any sales tax.
3. Completed Request with receipts can be emailed to Chelsea at [tres@stillwaterptsa.org](mailto:tres@stillwaterptsa.org). Allow a minimum of 1 week for check processing.

Date:	
Budget Line Item(s):	Amount:
Is Committee Chair Aware of Purchase:	
Requester: _____ PTSA/Leadership Member      _____ Teacher/Staff	
Requested By:	
Make Check Payable To:	
Address (if check needs to be mailed):	

Budget Line Item	Vendor	Item Description	Amount
<i>TOTAL</i>			

For Treasurer Use

Requested by Signature: \_\_\_\_\_ Date \_\_\_\_\_

**CHECK APPROVAL**

Date Received:	Approval: YES or NO
Date Issued:	Check #:
Entered in MM:	Check Amount:
Notes:	
Treasurer's Signature: _____ President's Signature: _____	