

**Chinook PTSA**  
**REIMBURSEMENT VOUCHER / FORM**

**Instructions:** Please complete the information below for reimbursement for PTSA Committee related expenses. Please allow 5 business days to receive a reimbursement check and please attach receipts to this form. No reimbursement can be made without a receipt.

If you must make an advance payment to a vendor, please give the Treasurer 5 business days advance notice and an invoice from the vendor.

Thank you!

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**Date:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

**Make payable to:** \_\_\_\_\_

**Committee:** \_\_\_\_\_

**Purpose/Description:** \_\_\_\_\_

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**Submitted by:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_

**PLEASE ATTACH RECEIPTS TO THIS FORM**

No reimbursement can be made without a receipt. Place completed form in the TREASURER'S folder in the PTA box in the front office at school or mail to:

Anne Medzegian  
954 88<sup>th</sup> Ave NE  
Medina, WA 98039  
medziggy@hotmail.com

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**Treasurer's Use Only:**

**DATE:** \_\_\_\_\_

**AMOUNT:** \_\_\_\_\_

**CATEGORY:** \_\_\_\_\_

**CHECK#** \_\_\_\_\_