

Chinook PTSA
REIMBURSEMENT VOUCHER / FORM

Instructions: Please complete the information below for reimbursement for PTA 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!

Date: _____

Amount: _____

Make payable to: _____

Committee: _____

Purpose/Description: _____

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:

Chinook MS Treasurer
9016 NE 28th Street
Clyde Hill, WA 98004

Treasurer's Use Only:

DATE: _____

AMOUNT: _____

CATEGORY: _____

CHECK# _____