

Chinook PTSA Reimbursement Request Form

Instructions:

- Please complete the information below to receive reimbursement for PTSA approved expenses.
- Please submit request within two (2) weeks of expense.
- All Teacher Classroom Resource Expenses must be submitted by March 31st, 2019.
- All other requests must be submitted by June 1, 2019.
- No reimbursements may be made without original receipts.
- Allow 2 weeks for processing, including deposits or pre-payments to vendors. Contracts must be approved and signed by Co-Presidents.

Date of Request: _____

Dollar Amount: _____

Check Payable to: _____

Item(s) Purchased: _____

Explanation: _____

Requested By: (print) _____

Signature: _____ Date: _____

Check Delivery: Teacher mailbox: _____

(check one)

PTSA Drawer: _____

Mail to address: _____

(please print)

For PTSA Treasurer Use Only

Paid: _____ Check #: _____ Amount: \$ _____ Date : _____

Check Signers: (initials) _____ Co-President Approval: (signature) _____

1. _____ 2. _____ X: _____

Quicken Category: _____