

Maple Hills Elementary PTA 2.6.15

2009-2010

15644 204th Avenue SE
Renton, WA 98059
President – Jennifer Wildermuth



Reimbursement Request

Please attach receipts or bills to this form. All reimbursements are REQUIRED to have a receipt or bill for proper record keeping. Thank you!!

Please put completed form in either the PTA safe or the PTA mailbox; both located in the office. Reimbursements will be processed as quickly as possible; however, please allow up to a week for the reimbursement to be completed. If a check is required for an outside supplier, the vendor will be paid directly by the PTA Treasurer, upon approval, unless instructed otherwise. Non-vendor checks will be placed in the PTA mailbox, in an envelope labeled with the requestor's name. Treasurer will call or e-mail the requestor when the request is completed. Please contact the Treasurer to make any other arrangements.

Laura Norris Treasurer@maplehillspata.com 425-394-1109. Thank you!

NAME: _____ PHONE: _____

E-MAIL ADDRESS: _____

AMOUNT REQUESTED: \$ _____ DATE OF REQUEST: _____

COMMITTEE: _____

EXPLANATION - what the money was/will be used for: _____

INVOICE NUMBER (if applicable): _____ BUDGET CATEGORY (if known): _____

NAME TO MAKE THE CHECK OUT TO: _____

SIGNATURE OF PERSON SUBMITTING: _____

FOR TREASURER USE ONLY

CHECK MADE OUT TO: _____

CHECK NUMBER: _____ CHECK DATE: _____

CHECK AMOUNT: \$ _____ BUDGET CATEGORY: _____

TREASURER SIGNATURE: _____

Comments: _____