

Sunnycrest PTA 2016-2017 Reimbursement/Check Request Form



Instructions:

1. Complete this form.
2. Attach receipts (or copies of receipts) to this form.
3. Leave in our PTA box, send in with your student, or contact Emily Stainbrook to arrange drop off of form.
4. We make every effort to get your reimbursement back to you within two weeks after submitting this form. (Please plan accordingly.)

Date of Request: _____

Make Check Payable to:

BUDGET ITEM/EVENT	DESCRIPTION OF EXPENSE	AMOUNT
		\$
		\$
		\$
		\$

Total of Receipts \$

How would you like to receive payment? (please select one)

- Send home w/ my child: *Child's Name*
- Put in my teacher box Other:

Teacher:

Submitted by:

Print Name

Signature

Email Address

Phone

**** A copy of the RECEIPT(S) must be submitted w/ this form and MUST be from the July 1 2016 to June 30 2017 school year. ****
Reimbursement requests should be submitted within two (2) weeks following the conclusion of the event & no later than June 10th.

Questions or Comments, Please Contact:
Emily Stainbrook | Sunnycrest PTA
425.218.0656 | emily.stainbrook@gmail.com

Treasurer's Use Only

Approval:

Ck #:

__ Ck Amt:

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