

Maple Hills Elementary PTA

15644 204th Avenue SE • Renton, WA 98059



President: Kimberly Maeda • Treasurer: Jessica Howe

2017-2018 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 the folder marked "Treasurer" in the PTA mailbox (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. Questions? Email Jessica Howe, PTA Treasurer, at treasurer@maplehillsppta.com 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: (if different) _____

SIGNATURE OF PERSON SUBMITTING: _____

FOR TREASURER USE ONLY

CHECK MADE OUT TO: _____

CHECK NUMBER: _____ CHECK DATE: _____

CHECK AMOUNT: \$ _____ BUDGET CATEGORY: _____

TREASURER SIGNATURE: _____

Comments: _____