

Maple Hills Elementary PTA

15644 204th Avenue SE • Renton, WA 98059



Reimbursement Request

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

Please email the Treasurer (treasurer@maplehillsppta.com) for instructions on how to submit reimbursement. Reimbursements will be processed as quickly as possible; however, please allow up to 2-4 weeks 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. Checks must be cashed within 90 days or will be VOIDED.

Questions? Email the PTA Treasurer, at treasurer@maplehillsppta.com Thank you!

NAME: _____ EMAIL: _____

MAILING ADDRESS: _____

NAME TO MAKE THE CHECK OUT TO: (if different) _____

AMOUNT REQUESTED: \$ _____ DATE OF REQUEST: _____

BUDGET CATEGORY (if known): _____

EXPLANATION (What the money was/will be used for): _____

SIGNATURE OF PERSON SUBMITTING: _____

FOR TREASURER USE ONLY

CHECK MADE OUT TO: _____

CHECK NUMBER: _____ CHECK DATE: _____

CHECK AMOUNT: \$ _____ BUDGET CATEGORY: _____

TREASURER SIGNATURE: _____

Comments: _____