

Maywood PTSA Reimbursement Request Form

Maywood Middle School

PTSA

Enrichment, Recognition *and* Advocacy

Local Unit 2.6.40 www.maywoodptsa.org
14490 168th Avenue SE, Renton, WA 98059

PTSA President: president@maywoodptsa.org • PTSA Treasurer: treasurer@maywoodptsa.org

INSTRUCTIONS: Please complete the information below. Please attached receipts or bills to this form. All reimbursements are **REQUIRED** to have a receipt or bill for proper record keeping. Reimbursements will be processed as quickly as possible; please allow up to a week for the reimbursement to be completed. Please contact the PTSA Treasurer at treasurer@maywoodptsa.org with any questions.

Requestor Name: _____ Date: _____

Email address: _____ Phone: _____

Committee/Officer/Staff: _____ Budget Category: _____

Pay To: _____ Amount Requested: _____

Reason / Explanation, what the money was/will be used for: _____

Method of Payment: Pay Attached Bill / Invoice _____

Reimburse me at next meeting _____

Other: Please describe: _____

Requestor Signature: _____

For Treasurer Use Only

Check Payee: _____

Check Number: _____

Check Date: _____

Check Amount: _____

Budget Category: _____