



## Merchandise Transfer Reimbursement Form

Use this form to request a reimbursement for merchandise transferred between classes. Transferring class should attach evidence of the per item cost of the items transferred such as a copy of the original purchase receipt. The count of the items transferred must be verified by at least one representative from each of the transferring class and the receiving class. Please leave this form and the related documentation in the PTSA mail box located in the office mail room (box is on the left side near the copier) or scan and email this form and related documents to the PTSA Treasurer at [treasurer@sammamishptsa.org](mailto:treasurer@sammamishptsa.org).

From Class of \_\_\_\_\_ Parents

To Class of \_\_\_\_\_ Parents      Approximate Transfer Date \_\_\_\_\_

Item name:

	#	@\$	=\$	
	#	@\$	=\$	
	#	@\$	=\$	
	#	@\$	=\$	

Total \$ \_\_\_\_\_

Item location(s): \_\_\_\_\_

Comments: \_\_\_\_\_

Count verified by: \_\_\_\_\_ Class of \_\_\_\_\_ Parents

Count verified by: \_\_\_\_\_ Class of \_\_\_\_\_ Parents