



## Check Request Form

Use this form to request reimbursement for PTSA expenses or to request a check to be sent directly to a vendor for items purchased by the PTSA. Please attach a receipt or invoice to this form and leave it 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 the related receipt or invoice to the PTSA Treasurer at [ptsa.treasurer@sammamishtotems.org](mailto:ptsa.treasurer@sammamishtotems.org).

Funds requested by (print): \_\_\_\_\_

Is this a reimbursement or a payment to a vendor? \_\_\_\_\_

Specify PTSA budget line item: \_\_\_\_\_

Name of activity or event: \_\_\_\_\_

Committee chair signature: \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Check payable to: \_\_\_\_\_

Check delivery method or Mailing address: \_\_\_\_\_

Explanation of what money is to be/was used for: PLEASE BE SPECIFIC \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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<p><b>REIMBURSEMENT DEADLINE:</b> All reimbursement requests must be submitted to current treasurer within 30 days of the end of the committee event or by the last day of school, whichever comes first.</p>
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