



Whittier PTA Treasurer
 1320 NW 75th Street
 Seattle, WA 98117

**CHECK REQUEST FORM
 REIMBURSEMENT VOUCHER**

Please attach receipts or invoices to this form.

ALL requests for PTA funds must be submitted on this form to the Treasurer by JUNE 10th.

If you have expenditures for more than one committee/project on one receipt – please copy the receipt, circle or highlight the appropriate amounts for each committee/project and submit separate forms.

Questions? Contact treasurer.whittierpta@gmail.com

CHECKS WILL BE PRINTED ON THE 10th and 25th OF EACH MONTH

Date _____

Name _____

Phone or E-mail _____

Committee / Project _____

PTA Budget Line to be Charged _____

Signature _____

Amount _____

Make Check Payable to _____

Reimbursement for _____

Check Delivery Instructions

<input type="checkbox"/> Place check in my box	<input type="checkbox"/> Mail check to me as follows:
<input type="checkbox"/> Mail to vendor per invoice	_____
<input type="checkbox"/> Deliver via kid mail, room #	_____

FOR TREASURER'S USE ONLY

Date Received _____

Check Number _____

Amount _____

Budget Line _____

Treasurer's Signature _____