

Reimbursement Request Form



Hilltop Elementary PTSA
20425 Damson Rd, Lynnwood, WA 98036

Reimbursement requests may be submitted by staff or committee members for events or programs that are outlined in the current PTSA budget. Before submitting this form please review the following:

- Reimbursements must be submitted by **June 7th**.
- Staple all receipts or invoices to this form.
- Completed forms should be placed in the RED PTSA folder.

Questions? Contact HilltopElemPTSA@gmail.com

Date Submitted: _____ Date Check is Needed: _____

MAKE CHECK OUT TO: _____

Email Address: _____ Phone: _____

Mailing Address: (if you don't have a box at Hilltop) _____

Special instructions/notes: _____

List each receipt/invoice separately. If you have more receipts, please attach a list to this form.

Date	Event/Budget Line	Payee (Company)	Description	Amount

Total Amount Requested \$ _____
(including total from back page)

Please do not write in box below - for treasurer's use only

Date: _____ Check Number: _____ Amount: _____

Treasurer's Name: _____ Signature: _____

Rejected due to:
 Incomplete form
 Ineligible expense(s)
 receipts and form do not add up
 Updated in accounting software

Treasurer notes:

