

## **BHS PTSA REIMBURSEMENT FORM**

Please complete this form and attach receipts or invoices to the back. I need all the lines filled out below, so I can get all expenses into the right categories, and so that I can reimburse you in a timely fashion. You may put this form with receipts in the Treasurer's folder in the PTSA box, or you can mail it to me:

Joni Greenbaum  
18907 51<sup>st</sup> Ave SE  
Bothell, WA 98012

Any questions you can call or e-mail: 206-999-6383 or [greenies1@msn.com](mailto:greenies1@msn.com)

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

Pay To: \_\_\_\_\_

Payee Address: \_\_\_\_\_

Today's Date: \_\_\_\_\_ For Committee or Event: \_\_\_\_\_

Explanation of what money was used for or additional comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Name: \_\_\_\_\_

Your Phone: \_\_\_\_\_

Your Signature: \_\_\_\_\_

Committee Chair Signature: \_\_\_\_\_