

BHS PTSA Reimbursement & Payment Authorization Form

(Form not to be used for Grant Awards)

Please complete this form and attach *all* receipts and invoices.

Please fill out **every line** below, so I can get all expenses into the right categories and reimburse you in a timely fashion.

You may email it to me, drop it off in the PTSA box at school or mail to the following address:

Na Ni
PTSA Treasurer
10416 SE Wolverine Way
Bellevue, WA 98004

Any questions please e-mail me at: treasurera@bellevuehighptsa.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:
