

1. Complete and submit form & receipt(s) for approved PTSA expense(s) to TYEE PTSA mailbox; or
2. Send electronic copy of fillable form & receipt(s) to Committee Chair & Treasurer for approval.  
 ([treasurer@tyeepsa.org](mailto:treasurer@tyeepsa.org))
3. All 2018-19 Check Requests for reimbursement must be received no later than May 31<sup>st</sup>, 2019.

Questions? Contact PTSA Treasurer at [treasurer@tyeepsa.org](mailto:treasurer@tyeepsa.org)

## PROGRAM/PAYEE INFORMATION

Program/Event: \_\_\_\_\_ Date: \_\_\_\_\_  
 Submitted By: \_\_\_\_\_  
 Check Payable to: \_\_\_\_\_  Mail Check to Address Provided  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EXPENSE DETAILS

Item(s) Expenses	Place of Purchase	Amount (\$)
<b>Total Expense(s) \$</b>		<input style="width: 100px; height: 20px;" type="text"/>

## APPROVALS

**Committee Chair:** \_\_\_\_\_  
Print Name Signature Date

**President:** \_\_\_\_\_  
Print Name Signature Date

**\*\*\*\*\*Treasurer Use Only\*\*\*\*\***

Date: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Budget Category/Line Item: \_\_\_\_\_ Initials: \_\_\_\_\_