



Check Request: Reimbursement(s)

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)
3. All Check Requests for reimbursement must be received no later than May 31st of the current school year.

Questions? Contact PTSA Treasurer at 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 (\$)
Total Expense(s) \$		<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: _____