

# Sunnycrest PTA 2015-2016 Reimbursement/Check Request Form



**Instructions:**

1. Complete this form.
2. Attach receipts (or copies of receipts) to this form.
3. Leave in our PTA box, send in with your student, or contact Emily Stainbrook to arrange drop off of form.
4. We make every effort to get your reimbursement back to you within two weeks after submitting this form. (Please plan accordingly.)

Date of Request: \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

BUDGET ITEM/EVENT	DESCRIPTION OF EXPENSE	AMOUNT
		\$
		\$
		\$
		\$
<b>Total of Receipts</b>		\$

**How would you like to receive payment? (please select one)**

- Send home w/ my child: *Child's Name* \_\_\_\_\_ *Teacher:* \_\_\_\_\_
- Put in my teacher box       Other: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Print Name	Signature
_____	_____
Email Address	Phone
_____	_____

**\*\* A copy of the RECEIPT(S) must be submitted w/ this form and MUST be from the July 1 2015 to June 30 2016 school year. \*\***  
Reimbursement requests should be submitted within two (2) weeks following the conclusion of the event & no later than June 10<sup>th</sup>.

**Questions or Comments, Please Contact:**

Emily Stainbrook | Sunnycrest PTA  
425.218.0656 | emily.stainbrook@gmail.com

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*Treasurer's Use Only*

Approval: \_\_\_\_\_ Ck #: \_\_\_\_\_ Ck Amt: \_\_\_\_\_

\_\_\_\_\_ Date Paid: \_\_\_\_\_