



Expense Reimbursement

Sunny Hills Elementary PTA

INSTRUCTIONS: Please complete all unshaded portions of form. Attach original invoices, receipts, or billing statements. Remember to include sales tax on reimbursable items. Form must be signed by the requesting staff person, teacher, the appropriate PTA Committee Chair, or a member of the PTA Executive Board. Place completed form and supporting documents in the PTA Treasurer's folder in the PTA room. Incomplete forms and those lacking necessary documentation will be returned. Reimbursements by check will be placed in the staff person's mailbox or in the appropriate committee folder in the PTA room or by mail if you enclose a self-addressed stamped envelope. If you need assistance, or have questions, please contact one of the PTA Treasurers: *Pailin Huang* (425-557-5393) or *Cliff Wright* (425-443-6078).

Detail of Expense

Budget Category: _____

Payee: _____

Phone Number: _____ Total amount: _____

Items or programs to be reimbursed: _____

Method of Payment

- Pay attached bill
- Reimburse me (check left at school)
- Reimburse me (check mailed; enclose SASE in lieu of 50¢ charge)
- Other (please describe; expenses will be deducted): _____

Special Instructions

Committee Chair or Teacher Signature

Printed Name: _____ Phone Number: _____

Signature _____

Date _____

PTA Treasurer's Use Only

Check Number: _____

Check Date: _____

Check Amount: _____