

SHORECREST PTSA REQUEST FOR REIMBURSEMENT



Requests can be placed in the PTSA Treasurer's folder in the Shorecrest Office or mailed to:
Barbara Hartley c/o Bluestar Mgmt
14803 15th Avenue NE #200 Shoreline, WA 98155

Today's Date: _____ Check payable to: _____

Check delivered to *PTSA folder/mail?* (circle one). If folder, what folder? _____

If mailed – Address: _____ Email: _____

Amount: \$ _____ (Receipts must be attached). Phone: _____

Committee and Budget Expense to be charged? _____

Describe items/expenses: _____

Committee Head/Board Signature: _____

For Treasurer's Use

Amount \$ _____ Date _____ Check # _____

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