

TILlicum Middle School PTA 2.3.140

1280 160th Avenue SE Bellevue, WA 98008
(425) 456-6700

REQUEST FOR REIMBURSEMENT

For Treasurer Use Only

Check #: _____

Amount: _____

Date Paid: _____

Account: _____

Delivery: _____

Date Submitted: _____

Requested By & Contact Info: _____

Committee or Budget Item: _____

Chairperson Signature: _____

Make Check Payable To: _____

Mail check Place in office mailbox Other

Address or other delivery: _____

Please attach receipts or invoices to be paid. Remit To: TMS PTA Treasurer. Place in box in TMS office or mail to above address.

EXPENSE DETAILS:

Purchase/ Service Date	Event/Program	Description of Expenditure(s)	Amount
TOTAL REQUESTED			

Comments: _____

