



Creekside Elementary PTSA  
 20777 SE 16th Street, Sammamish WA 98075  
[www.creeksideptsa.ourschoopages.com](http://www.creeksideptsa.ourschoopages.com)




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## 2016- 2017 REIMBURSEMENT REQUEST

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**Instructions: Please complete all unshaded areas of the form. Attach original invoices, receipts, or billing statements. Please remember to include sales tax on reimbursable items. Submit to PTSA Treasurer, or drop in the PTA Box located in the Creekside Office. Remember all checks require 2 signatures, so please allow sufficient time.**

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Amount Requested: \_\_\_\_\_

Committee / Event: \_\_\_\_\_

Budget Category: \_\_\_\_\_

Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail \_\_\_\_\_

Reason: \_\_\_\_\_

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\*Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Committee Chair (if you are a PTSA Member) / Principal (if you are a Staff Member)

**Treasurer Contact Info: Parul Agarwal, [parul2081@gmail.com](mailto:parul2081@gmail.com) or 425-442-5570**

**TREASURER USE ONLY**

Check Number: \_\_\_\_\_

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

Check Amount: \_\_\_\_\_