



Creekside Elementary PTSA
 20777 SE 16th Street, Sammamish WA 98075
www.creeksideptsa.ourschoolpages.com

2023-24 Creekside Staff Reimbursement

Instructions: Please attach original invoices, receipts, or billing statements. Email this form to creekside.elementary.ptsa@gmail.com or drop in the PTSA Box located in the Creekside office. All checks require 2 signatures, so please allow sufficient time for reimbursement.

Staff Member Name _____ Date _____

Description of Item(s)/ Activity: _____

Budget Category (No Signature Needed):

Classroom (\$200/ yr.)	\$ _____
Specialist (\$200/ yr.)	\$ _____
Curriculum (\$2000/yr for entire grade team) Gr. _____	\$ _____
Teacher Grant (Must be previously approved)	\$ _____
5th Grade Promotion/ Camp (Please coordinate with PTSA)	\$ _____
Green Team/ Safety Patrol (\$100/ yr each)	\$ _____

Budget Category (Principal Signature Needed):

Mystery Science (\$2850/ yr)	\$ _____
School Improvement Plan (\$600/yr.)	\$ _____
Student Assistance/ Sunshine Fund (\$1000/yr)	\$ _____
Emergency Preparedness (\$2000/yr)	\$ _____
Other	\$ _____

Signature of Creekside Administrator

TREASURER USE ONLY

Check # _____	Date Received _____
Date Paid _____	Check Amount _____