

SUNNYSIDE ENVIRONMENTAL SCHOOL PTA
Reimbursement Request Form

Name:		Date	
Address:			
Telephone:		Email:	
Checks will be mailed to the address you give above unless you request a different delivery method here:			
<input type="checkbox"/> I would like this to be a donation instead of a reimbursement. Please provide me a tax receipt for this donation.			

Amount requested:	
PTSA Budget Line to Charge (see back):	
Purpose of Expenditure:	
Authorized by (you or someone else):	
Initials of Approving Board Member:	
Please attach an original receipt clearly showing the amount/s to be reimbursed.	

Here's how to use this form:

1. The check will be written to the person whose name appears on the first line above; print that name clearly so I can get it right.

2. Complete the form and place it with **original receipts** attached in the folder labeled "Treasurer" in the PTSA box in the office workroom, or mail it to:
Cindi Carrell, Treasurer
c/o Sunnyside Environmental School
3421 SE Salmon St.
Portland, OR 97214

3. If you have any questions, comments or suggestions, please leave a note in the "Treasurer" folder in the PTSA box the workroom next to the office or contact Cindi at ccarrell@gmail.com