

Albert Einstein Middle School PTSA

Check Request/Request for Reimbursement Voucher

To be reimbursed by the Einstein PTSA for expenses paid, please fill out this voucher, have the Committee Chair authorize, and attach receipts to the back. The expenses must not exceed the budget. Be sure to make a copy of this form and your receipts for your own records in the unforeseen case it gets lost (due to the mail or otherwise).

To ensure prompt payment:

- 1. Fill out this form completely**
- 2. Have the Committee Chair sign for authorization**
- 3. Attach a copy of your receipts (Cross out non PTSA items on your receipts)**

Return completed form to:
Einstein Middle School PTSA Treasurer
19343 3rd Ave NW
Shoreline, WA 98177
or ask Einstein Secretary to leave in the PTSA drawer

Date: _____ Amount (not to exceed budget): _____

Check Requested by: _____

Check Payable to: _____

Check Authorized by (Committee Chair): _____

Budget Line Item (Committee Chair): _____

Reimbursement for: _____

_____ Request check be left in PTSA drawer at Einstein for pickup

_____ Request check be mailed to: _____

_____ Request check be _____

Date Paid _____ Amount Paid _____

Check Number _____

Notes _____