



North Creek High School
 PTSA 6.10.80
 3613 191st Pl. SE, Bothell, WA 98012
 (425) 408-8800 Jaguars@northcreekptsa.com



Payment, Reimbursement of Expenses, or Check Request Form

* Receipts must be turned in within 60 days of purchase to receive reimbursement

Request Date: _____

For Reimbursement of personal funds used for PTSA reimbursable expenses:

*For receipts turned in more than 60 days after purchase, or after June 15, whichever applies - the amount will be considered a donation to NCHS PTSA.

1. Receipts are required for reimbursement. Please attach receipts to this form.
2. Fill out form completely and legibly.
3. Are you the Chair of this committee? If not, do you have Chair approval? YES/NO
4. Put this **completed** form in the PTSA box in the office and send a confirmation email to: jaguars@northcreekptsa.com
5. Reimbursements may take up to 7 business days to process.

Date	Committee	Description of Item or Service	Total (with tax)

Total Requested Amount \$ _____

Make check payable to: _____

Address: _____

Phone: _____ Email: _____

Signature: _____

For Treasurer's Use Only

PAID: Check #: _____ Date: _____ Amount: _____
 Budget Category: _____