

Bellevue Big Picture PTSA Expense Reimbursement Request Form



Please attach receipts and return the completed form to the PTSA box (Treasurer Files) in the Bellevue Big Picture School office or email a digital copy to: treasurer@bellevuebpspspta.org. **Reimbursements cannot be made without a completed form signed by the responsible committee chair and receipts attached.** If you wish to “donate” the expenses the form and receipts are still required to ensure proper accounting of revenue and disbursements. Questions may be directed to treasurer@bellevuebpspspta.org

Please be advised that reimbursements generally take 7-10 days to complete. It is important that you choose a delivery method at the bottom of the form.

Date of Request: _____

Committee Requesting Funds: _____

Budget Line Item for Expense: _____

Reason for Expense: _____

Amount for Reimbursement: _____

Name of Committee Chair: _____

Signature of Committee Chair: _____

Check Payable to: _____

Payee Address (if requesting mailing): _____

Payee Email: _____

Payee Telephone Number (for questions): _____

Check Delivery Instructions: Mail to Payee Address

Deliver to BPS PTSA Mail Slot at BPS Office

Donation Instructions: I wish to donate this expense to BPS PTSA and am not requesting reimbursement

I wish to donate the following portion of this expense with the remainder reimbursed \$ _____

Treasurer use only

Date of Check: _____ Reimbursement Number: _____

Check Number: _____ Check Amount: _____