

**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. **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: _____

Check Number: _____ **Check Amount:** _____