

## Washington Middle School PTSA Reimbursement Form

<b>Make Check Payable to:</b>	<b>Amount Requested:</b>	<b>Date of Request:</b>
<b>**Indicate Here if Requested through WMS Fiscal Specialist:</b> <input type="checkbox"/>		
<b>Please send via:</b>  <input type="checkbox"/> US Mail (provide mailing address)  <input type="checkbox"/> Office Mailbox		<b>Treasurer Approval:</b>
<b>Budget Category (REQUESTS WILL NOT BE PROCESSED IF NOT COMPLETE):</b>  <input type="checkbox"/> Staff Grant  <input type="checkbox"/> Department Grant: (Dept. Head Approval Required*) _____  <input type="checkbox"/> Other: (must name specific budget category) _____		<b>Check #</b>
<b>Description/purpose of expense</b>		<b>Check Amount:</b>
<b>Requestor's name &amp; email</b>		<b>Date Paid:</b>
<b>Authorized Signature *:</b>	<b>Special Instructions:</b>	

Please place completed form with attached receipts in PTSA Treasurer's Box in the office. If there are no receipts attached or budget category indicated, there can be no reimbursement. We strive for a timely reimbursement, but please allow up to two weeks for processing. Expect delays if all information is not provided.

- **Authorized Signature:** The individual responsible for the budget item should sign. In most cases, this should be a committee chair for general PTSA funds or a staff member for Staff Grants. Head of Departments must sign to access Department Grants.

Questions? Contact the PTSA Treasurer at [\*\*WMSPTSAtreasurer@gmail.com\*\*](mailto:WMSPTSAtreasurer@gmail.com)

**\*\*Note:** *If purchases are paid for with school funds and will be reimbursed by PTSA, you must inform the PTSA at the time of request. Please copy the Fiscal Specialist as well as the PTSA treasurer on any requests of this nature.*