

Request for Reimbursement

Note: PTF Bucks are intended to support our teachers. Teachers may use these funds to purchase needed classroom supplies and student incentives.

Date:		
Person to be reimbursed:		
Address (non-employee):		
Please attach your receipt(s). Reimbursement will not be made Employees will be reimbursed through the payroll.	le without receipt((s) and appropriate approval
Description	Amount	GL Account
Tota	al	
Division Head Approval (signature):		

Please note:

- PS/LS use GL account: 5222-10
- MS/US use GL account: 5222-20

If in doubt, please ask Accounts Payable Specialist Sara Postings (spostings@tbcs.org or 425-898-1720 ext. 309) for the appropriate GL account number.

Email a photo/copy of this signed/approved form along with receipt(s) to Sara Postings for processing.