



Parent Teacher Fellowship Reimbursement form

2018-19

Your Name _____ Date _____

Email _____

Make check payable to (if different than above) _____

Amount to be reimbursed _____

Explanation of expense _____

Committee Chair's Signature _____

(Please have chairperson of your committee or event sign here – required for reimbursement.)

Instructions: Submit completed reimbursement form with receipts within one month after the event. This will enable the PTF to better track the budget. Please turn in to the PTF Treasurer box in the main office at Redmond Campus or interoffice mail from Valley Campus.

How do you want your check delivered?

- Mail with *attached self-addressed stamped envelope*
- Leave at the front office at Redmond Campus
- Leave at the front office at Valley Campus
- Leave in faculty/staff box of name above at Redmond Campus
- Leave in faculty/staff box of name above at Valley Campus
- Other - please specify _____

Please contact the PTF treasurer if you have any questions, concerns or special requirements.

Jeff Davis

ptftreasurerbc@gmail.com

Please note:

- Please turn in your receipts. The PTF wants to reimburse you!
- **All reimbursements are due within 30 day of the expenditure and must be received by the last day of school.**