



# Parent Teacher Fellowship Reimbursement Form

2020 – 2021

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 *and* receipt(s) within one month after the event.** This will enable the PTF to better track the budget.

Please email to PTF Treasurer, mail (The Bear Creek School, 8905 208<sup>th</sup> Ave NE, Redmond, WA 98053, Attn: PTF Treasurer), drop off for the PTF Treasurer in the main office at Redmond Campus, or send to PTF Treasure via 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](mailto:ptftreasurerbc@gmail.com)

206-919-5727

Please note:

- Please turn in your receipts. The PTF wants to reimburse you!
- Please include a contact number or email so PTF can notify you when your reimbursement is ready.
- **All reimbursements are due within 30 day of the expenditure and must be received by the last day of school.**