

Norup International School PTSA

Reimbursement & Check Request

PLEASE FILL OUT FORM COMPLETELY. PRINT CLEARLY.
RETURN FORM TO NIS PTSA TREASURER OR THE
PTSA SLOT IN THE NORUP FRONT OFFICE.

Your Name:		Date Submitted:	
Email:		Phone: ()	
Check Payable To: PRINT CLEARLY		Expense Amount: \$	
Address of Payee: <input type="checkbox"/> Mail Check to Address Below <input type="checkbox"/> Pick Up Check			
Event:			
Description:			
		Date Needed: / /	Date Mailed: / /
INCLUDED IN BUDGET OR APPROVED AT MEETING (Date: / /)			

If this is a bill that needs to be paid, attach the bill to this form and the Treasurer will mail payment. For all other requests, receipt(s), invoices or contracts totaling the amount of reimbursement must be attached.

Keep a copy for yourself before turning in.

For Treasurer's Use Only:

Committee/Category: _____ Transaction ID _____ Check Number _____ Logged _____

Approved By (PTA Officer):	Date: / /
Approved By (PTA Officer):	Date: / /

REVISED (12/15/2018)