



PTSA Reimbursement/Contract Request Form

Please fill out this form **completely**, staple all receipts, and place it in **PTSA mailbox** at the front office. You can also mail it and all attachments to: Chief Sealth PTSA, c/o Chief Sealth International High School, 2600 SW Thistle Street, Seattle, WA 98106 or scan and email to chiefsealthptsa@gmail.com.

Name: _____

Date: _____

Room # or PTSA relationship _____

Budget Line Item (if known): _____

Type of request:

____ Reimbursement (attach receipts)

____ Check in advance of purchase (you must provide receipts within one week of receiving the check)

____ Contract for services

If the amount is over \$1000 and not already allocated in the approved budget, it must be approved at a General Meeting.

Total amount: _____

Date(s) needed: _____

Description of purchase or contract:

Check should be made out to: _____

Check should go to (circle one): HOME SCHOOL

Address (with Zip Code): _____

Contracts for Services Only

Signature: _____ Date: _____

Signature of PTSA President and board member for contracts:

Date: _____

PTSA Payment Info:

Check #:

Category:

Date: