Reimbursements are made when this form is complete and accompanied with a receipt. Check requests should be submitted for:

- Self-supporting programs such as 5th Grade, Chess Club or the School Play
- Expenses within the pre-established budget for the requesting program (such as Science, Assemblies, field trip transportation, the Blast).

All other expenditures must have prior PTSA Board approval.

Completed check request forms should be placed in the pink folder in the Treasurer’s Box. We will also accept check requests with scanned or electronic receipts via email treasurers@bryantschool.org. Checks will be delivered to the teachers/program boxes in the school office unless requested otherwise.

Checks are not issued on demand. Please plan ahead and give us as much lead time as possible.

All Bryant PTSA checks are voided after 90 days of issuing, as recommended by Washington State PTA.

Name ______________________________________   Date ___________________
Phone Number _____________________
Committee Name or Project:  _____________________________________________
Notification of PTSA Board Approval By:  ___________________________________
                                      (if applicable)
Amount Requested: $ ______________________
If prepayment, date needed by:  _______________
Make check payable to:   _________________________________________________
Deliver/Mail to:   ________________________________________________________
Reason for/description of expenditure: ______________________________________

PLEASE ATTACH INVOICES / RECEIPTS TO THIS FORM.
ANY QUESTIONS? EMAIL THE PTSA TREASURERS at treasurers@bryantschool.org
==================================================================
For Treasurer Use Only
Check # __________          Check Date: __________          Amount: $__________

Rev. Nov-2021