EXPENSE VOUCHER

Tillicum Middle School PTA
16020 SE 16th Street
Bellevue, WA 98007
(425) 456-6700

Please fill out the form completely and attach receipts for all purchases. Leave the form in the PTA box at Tillicum or mail it to the above address, attn. PTA Treasurer. Allow one week to process your reimbursement.

Check One:
___Mail check to address below
___Place check in Tillicum committee folder / mailbox: _____

Date:	
Requested By:	
Phone:	
Address (if mailing check):	

ITEMS PURCHASED	PURPOSE (EVENT / COMMITTEE)	COST

TOTAL: _____

Comments:
_____
_____
_____