

INTERNATIONAL COMMUNITY SCHOOL PTSA  
11133 NE 65th Street  
Kirkland, WA 98033

## Check Request or Expense Reimbursement Form

Fill out the request form completely and submit it one of the following two ways:

- Staple all related receipts/invoices to the form and drop into the black PTSA box in the ICS office or
- Scan the completed form with related receipts/invoices and email all to treasurer@icspts.org

No "next day" checks

No reimbursements for Gift Cards

Signatures of both the Treasurer and President are required on all checks and contracts, so please allow 2 weeks to process the request/reimbursement

Date

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PTA Budget Line (required)

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Committee Chair Approval (required)

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Submitted By

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Phone/Email

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Send Check To

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Address

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**Description/Place of Purchase**

**Amount**

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**Total**

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\*\*\*\*\* Treasurer Use Only \*\*\*\*\*

Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Category: \_\_\_\_\_