

**LAKE WASHINGTON
PTSA
COUNCIL**

REIMBURSEMENT VOUCHER

FOR TREASURER'S USE ONLY	
INVOICE # _____	
CHECK # _____	
CHECK AMOUNT _____	
DATE PAID _____	
ACCOUNT _____	
<input type="checkbox"/> ENTERED IN FINANCIAL SOFTWARE	

**PLEASE ATTACH RECEIPTS OR INVOICE TO THIS VOUCHER
SEPARATE VOUCHERS ARE NEEDED FOR EACH COMMITTEE OR ACTIVITY
QUESTIONS? Call Julie Haase at 425-883-4477 or email questions to
juliehaase@gmail.com.**

COMMITTEE / ACTIVITY _____ DATE _____

ITEMS OR SERVICES PURCHASED _____

AMOUNT OF PURCHASE \$ _____

RECEIPT(S) ATTACHED? YES _____ NO _____



SEND PAYMENT TO:

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

SUBMITTED BY:

SIGNATURE _____

PHONE NUMBER _____

MAIL COMPLETED FORM TO: Julie Haase
16118 NE 44th Court
Redmond, WA 98052

OR SEND FORM through intra-district mail to LWPTSA Council at the LWSD Resource Center