MERCER ISLAND HIGH SCHOOL PTSA
REQUEST FOR REIMBURSEMENT

Scan & Email, Mail or Deliver completed form/receipts and direct questions to:

Mary Williamson & Enas Muzio
treasurer@mihsptsa.org

Mail to: Mercer Island High School
Attn: PTSA Treasurer
9100 SE 42nd Street
Mercer Island, WA 98040

1. Event/Activity/Job:______________________________________________________________

2. Itemize your expenses below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Item Purchased</th>
<th>Amount</th>
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Total Requested $ ______________

3. Scan/Attach receipts for all items; reimbursement cannot be made without them.

4. Requested by: ________________________________________________________________
   Address: _________________________________________________________________
   Phone: ____________________ Date: __________________

5. Approved by (VP/Chairperson) ______________________________________________

For Treasurer’s Use Only

Check # ____________________ Date Paid: ____________________

Account Name ________________________________________________