



**REIMBURSEMENT FORM  
AND  
INVOICE VOUCHER**

- Attach receipts or invoice to this voucher
- Use separate voucher for each budget line
- Questions: treasurer@lwptsa.net

**FOR TREASURER'S USE ONLY**

INVOICE # \_\_\_\_\_

CHECK # \_\_\_\_\_

CHECK AMOUNT \_\_\_\_\_

DATE PAID \_\_\_\_\_

ACCOUNT \_\_\_\_\_

ENTERED IN FINANCIAL SOFTWARE

DATE: \_\_\_\_\_

BUDGET LINE (COMMITTEE or ACTIVITY): \_\_\_\_\_

ITEMS OR SERVICES PURCHASED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

AMOUNT OF PURCHASE OR INVOICE: \$ \_\_\_\_\_

RECEIPTS OR INVOICE ATTACHED?  YES  NO (If no, please explain.)

*Remit payment to:*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

*Submitted by:*

SIGNATURE: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Mail completed form and receipts / invoice to: Lake WA PTSA Council Treasurer  
P.O. Box 97039  
Redmond, WA 98073

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