



Redwood High School PTSA
Request for Payment / Reimbursement

ATTACH ALL RECEIPTS TO THIS EXPENSE REQUEST (Scanning accepted)
Please tape all loose receipts to an 8.5 x11 piece of paper and attach to this form.

PLEASE CIRCLE ONE: PAYMENT TO VENDOR REIMBURSEMENT

Name _____

Address _____

City, State, Zip _____

Phone _____ Email _____

If payment to Vendor Directly - Payment due date: _____

Expenditure is for: _____

List of Expenses: _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Due \$ _____

Not Claimed / Donated \$ _____

Signature _____ Date _____

For PTSA Treasurer Use:

Check # _____ Membership Approved Activity _____ Budget Approved Expense _____

Budget Category _____ -

Submit Form To: RHS PTSA Treasurer Christy Swildens

120 Round Hill Rd. Tiburon, CA 94920

Submissions can also be scanned and sent to ptsaredwoodtreasurer@gmail.com

or left in PTSA Mailbox in RHS Mailroom – Room 114a