



2024-2025 REIMBURSEMENT & PAYMENT REQUEST FORM
Bellevue International School PTSA

Fill out (including signature), attach receipts, and put in the PTSA mail slot in IS front office, scan and e-mail to Treasurer1@ispts.org, or mail to:

Treasurer
The International School
P.O. Box 221
Bellevue, WA 98009-0221

Submitted by: [] Date: []
Dept/Committee: [] Phone or Email: []
Grant Description: []

ITEM [Use one line per receipt]

Table with 10 rows and 2 columns: ITEM, Amount

TOTAL AMOUNT TO BE REIMBURSED OR PAID \$ -

Check to be made payable to: []

Address to mail check to: []

Committee Chair Signature: []

Questions: Please e-mail treasurer1@ispts.org

For Office Use Only: Budget Line Item: [] Check No. [] Date paid []
Notes: []