

INTERNATIONAL COMMUNITY SCHOOL PTSA  
11133 NE 65<sup>th</sup> Street  
Kirkland, WA 98033

**CHECK REQUEST  
OR  
EXPENSE REIMBURSEMENT**

**Please note: A receipt or invoice is required for all reimbursements. Please staple to the back. No "next day" checks please!!!. The signatures of both the Treasurer and President are required on all checks and contracts, so please plan ahead.**

Fill out the request form completely and place it in the black PTSA box in the office or mail/fax it to:  
Bruce Sult  
16150 NE 85<sup>th</sup> st., Ste 203  
Redmond, WA 98052

Questions? Please contact Bruce Sult, ICS Treasurer, at (425) 883-3111, fax 425 861-4658 or  
bruce@falcosult.com

**Date:** \_\_\_\_\_ **Committee/Budget:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Phone/Email:** \_\_\_\_\_

**DESCRIPTION/PLACE OF PURCHASE:**

**AMOUNT:**

DESCRIPTION/PLACE OF PURCHASE:	AMOUNT:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**TOTAL:**

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**Make check payable to:** \_\_\_\_\_

**Deliver or mail check to:** \_\_\_\_\_

**Date Due:** \_\_\_\_\_ (leave blank unless payment is due on a specific date)

***** Treasurer Use Only *****		
Check Number: _____	Amount: _____	Date: _____
Budget Category: _____		