



# PAWS Check/Reimbursement Request

2018-2019

- **The Parents at WHPS shall not be liable for any non-budgeted monetary expenditures without prior approval.**
- **Vender Payment:** submit invoice from the vendor to the PAWS Treasurer, Kim Johnson ([treasurer@whpspaws.com](mailto:treasurer@whpspaws.com) or Reimbursement Envelope in the library) in advance of a required payment. Attach invoice from Vender and please indicate if you would like the check returned to you or mailed. Please allow 1 week for payment.
- **Reimbursement Payment:** if you have received pre-authorization from PAWS and spent money on behalf of PAWS for a project or event, you may fill out the form below, attach all receipts and drop off in the PAWS Reimbursement Envelope in the library (on the PAWS table).

Requester: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

Reason for Check/Reimbursement (prizes for Fall Festival, etc.): \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Date Required \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Vender Check: \_\_\_\_ mail check to vender \_\_\_\_ return check to requester

Reimb.Check return to: \_\_\_\_ PAWS table in library \_\_\_\_ child's classroom # \_\_\_\_ /name \_\_\_\_

**PLEASE BE SURE TO ATTACH ALL RECEIPTS.  
THEY ARE REQUIRED FOR ALL REIMBURSEMENTS MADE.**

Thank you!  
PAWS Board