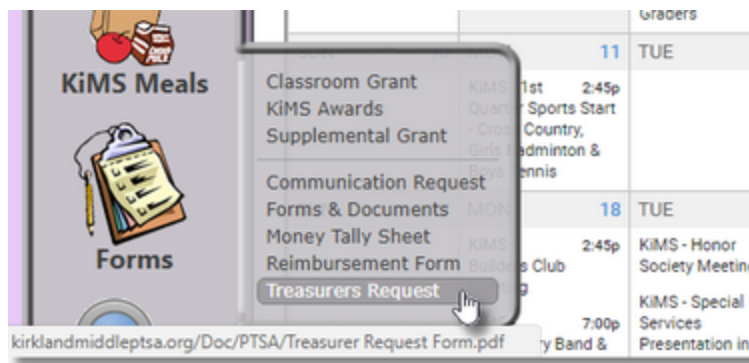


## Reimbursement - Kirkland Middle School

To be reimbursed for expenses, please follow this procedure.

1. Please turn in all expenses for reimbursement within two school weeks of closing night.
2. Communication for any questions regarding this procedure:
  - a. Producer: [producer@pantherplayhouse.org](mailto:producer@pantherplayhouse.org)
  - b. Director: [director@pantherplayhouse.org](mailto:director@pantherplayhouse.org)
  - c. KiMS PTSA Treasurer: [treasurer@kirklandptsa.org](mailto:treasurer@kirklandptsa.org)
3. Verify your expenses are within budget.
  - a. If you do not have the budget information, please request it from the producer/director.
4. Open the [Treasurer Request Form](#) on the [KiMS PTSA Website](#).
  - a. Click the “Forms” icon on the bottom left and then click “Treasurer Request”.



5. Complete the form.
6. Print **two** copies of the form.
7. Attach all receipts to one copy of the printed form.
  - a. Place in an envelope routing to “KiMS PTSA Treasurer”.
8. Place second copy of form in another envelope routing to “Play Director”.
9. Turn in the envelopes in the KiMS Office.
10. You should receive payment within two school weeks.
  - a. Please deposit check within two weeks of receipt.