



Eastlake High School PTSA 400 - 228th Ave NE Sammamish, WA 98074
www.ehsptsa.org

EASTLAKE HIGH SCHOOL PTSA 2.8.88
REQUEST FOR REFUND FROM PAYPAL

This form is only to be used to refund a purchase that was made through PayPal

TODAY'S DATE: _____

PURCHASER'S NAME: _____

DATE OF ORIGINAL PAYPAL PURCHASE: _____

EMAIL ADDRESS USED FOR PURCHASE: _____

REFUND AMOUNT REQUESTED: \$ _____

DESCRIPTION OF PURCHASE TO BE REFUNDED:

REQUESTED BY (name/PTSA position): _____

APPROVED BY (name/PTSA position): _____

Deliver form with a printout of the email asking for a refund to EHS PTSA mailbox at school, or mail to EHS PTSA Treasurer, 400 228th Ave NE, Sammamish, WA 98074

Questions? Email treasurer@ehsptsa.org

FOR TREASURER'S USE ONLY

DATE REFUND ISSUED: _____

AMOUNT: _____

BUDGET CATEGORY: _____