

# LAKE WASHINGTON HIGH SCHOOL PTSA 2018-19 TREASURER REQUEST FORM

*TEACHERS: For "\$100 Teacher Fund" reimbursements, fill out **ONLY** this top section of the form, attach your receipts, and put in the PTSA mailbox in the mail room.*

Teacher name:	Check amount:	Date:
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*For all other reimbursement or payment requests, fill out below and attach receipts*

Date:	Total Amount:
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Budget line item for this expense:  
*(See list on back. May be more than one per form)*

Description: *Attach all original receipts and/or invoices*

Check Payable to:	
Delivery (check one):	<input type="checkbox"/> US mail <input type="checkbox"/> Hand delivery <input type="checkbox"/> School mailbox
Postal address: <i>(if needed)</i>	
Contact Email / Phone #	

Expense approved by (*Executive Officer name*):

Approval signature or email address:

### FOR TREASURER'S USE ONLY

CHECK #:	DATE ISSUED:	TOTAL AMOUNT:
LINE ITEM(S):		
NOTES:		

*Please submit this form, along with original receipts or invoice to the PTSA mailbox at school OR mail to: PTSA Treasurer, Lake Washington High School, 12033 NE 80th St, Kirkland, WA 98033*

**Questions?** Contact Denise Mosby at [treasurer@lwhsptsa.org](mailto:treasurer@lwhsptsa.org)

**Please retain a copy of this completed form and receipts for your records.**

### **Grants / Scholarships**

\$100 Teacher Grant  
Grants - ASB Club  
Grants - Enrichment  
Kangs Care  
Sheeley Scholarships  
Students in Need / Invest Ed  
LWPTSA Council Scholarships  
Levy Campaign Fund

### **Training / Administration**

Back to School Packet Printing  
Discretionary Fund  
Founders Day  
Golden Acorn / Golden Kang  
Postage & Supplies  
Student Supplies  
WA State PTA Convention  
LWPTSA Council Basket

### **Communications**

Newsletter (Constant Contact)  
Website/email provider  
Parent Education  
Advocacy / Legislative Assembly

### **Senior Party**

SP Grad Night Payments  
SP Water / Supplies  
SP Nurse  
SP Police Officer - Security  
SP Prizes  
SP Transportation - Buses  
SP Transportation - Driver Gratuity  
SP Grad Night '20 Down Payment  
SP PayPal Fees

### **Student Programs**

College Prep Workshops  
Reflections  
Fear Free SAT/ACT Tests  
Senior Salute

### **School Support Programs**

Staff Appreciation  
School Beautification  
Emergency Prep  
Hospitality  
Back to School Picnic  
International Community Event

### **Treasury - Reporting**

MoneyMinder software  
PTSA Insurance  
WA Sec of State - Charitable Org Renew  
WA State Annual Incorporation Report  
PayPal Processing Fees  
Bank Fees