

LAKE WASHINGTON HIGH SCHOOL PTSA TREASURER REQUEST FORM

<i>For "\$50 Teacher Fund" reimbursements, fill out the top part of this form only, attach your receipts, and put in the PTSA mailbox in the mail room.</i>					
Teacher name:		Check amount:		Date:	

<i>For all other reimbursement or payment requests, fill out below and attach receipts</i>	
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Date:		Total Amount:	
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Budget line item(s) for expenses (see list on back)	

<i>Description: Attach all original receipts and/or invoices</i>	

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 (<i>Executive Officer name</i>):	
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 Tere Kaulfus at lwhsptsatreas@gmail.com

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

Grants / Scholarships

Ad Hoc Grants
Grants - ASB Club
Grants - Fall
Grants - Spring
PTSA Scholarship - Sheeley Award
Students in Need / Invest Ed
Sunshine Fund
Tissue Paper/Toner/Supplies

Training / Administration

Back to School Packet Printing
Discretionary Fund
Emergency Preparedness
Founders Day
Golden Acorn / Golden Kang
Hospitality
Leadership Training
Levy Campaign fund
Postage & Supplies
WA State PTA Convention

Communications

Advocacy
Bulletin Board
Constant Contact
Fall Legislative Assembly
Our School Pages
Parent Ed

Programs

College Prep Workshops
Fall BBQ
Kangalooza
LWPTSA Council Basket
LWPTSA Council Scholarships
Reflections
School Beautification
Senior Salute
Staff Appreciation

Membership

Membership Dues

Treasury - Reporting

MoneyMinder software
PTSA Insurance
WA Secretary of State
WA State Annual Incorporation

Senior Party

SP Donations - Scholarships
SP Grad Night Payments
SP Misc Supplies
SP Nurse
SP Police Officer - Security
SP Prizes
SP Ticket Sales
SP Ticket Scholarships
SP Transportation - Buses
SP Transportation - Driver Gratuity
SP Grad Night '18 Down Payment
SP Fundraising 2018