

LAKE WASHINGTON HIGH SCHOOL PTSA 2020-21 TREASURER REQUEST FORM

<i>TEACHERS: For "\$100 Teacher Grant" reimbursements, fill out ONLY this top section of the form, and email with receipts attached in PDF, JPG or similar format to: treasurer@lwhsptsa.org</i>			
Teacher Name:		Check Amount:	Date:
<i>For all other reimbursement or payment requests, fill out below and attach receipts</i>			
Date:		Total Amount:	
Budget line item for this expense: <i>(See list on back. May be more than one per form)</i>			
Description: <i>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 US Mail)</i>			
Contact Email / Phone #			
Name of Exec Officer approving the expense			
Signature of Exec Officer or Email for Treasurer to confirm approval (type in your full name):			
FOR TREASURER'S USE ONLY			
CHECK #:		DATE ISSUED:	
TOTAL AMOUNT:			
LINE ITEM(s):			
NOTES:			

Please complete this form and submit along with an invoice - OR - receipts in PDF, JPG or similar format to: treasurer@lwhsptsa.org

Questions or unable to submit via email? Contact LWHS PTSA Treasurer at treasurer@lwhsptsa.org

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

Budget Expense Line Items

Grants / Scholarships

\$100 Teacher Grant
Grants - ASB & Enrichment
Grants - Social/Emotional Support
Kangs Care
Students in Need / Invest Ed
LWPTSA Council Scholarships
Levy Campaign Fund

Administration / Training

Back to School Packets
Discretionary Fund
Founders Day
Golden Acorn / Golden Kang
Postage & Supplies
WA State PTA Convention
LWPTSA Council Basket
Student Printers - Paper & Toner

Communications

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

Senior Party

SP Sponsorships
SP Grad Night Payments
SP Transportation - Buses
SP Water / Supplies
SP Nurse
SP Police Officer - Security
SP Prizes
SP Transportation - Driver Gratuity
SP PayPal Fees
SP Grad Night '22 Down Payment
SP Grad Night '20 Postponed Event

Fundraising

Pass The Pouch

Student Programs

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

School Support Programs

Staff Appreciation
School Beautification
Emergency Prep
Hospitality
Calm Café
Student Supplies - Tissues & Health Room

Family & Comm Engagement

Welcome to LWHS!
Community Events
Parent Education
Special Education

Treasury - Reporting

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

Urban Gardening Fund

Plant Purchases