

# LAKE WASHINGTON HIGH SCHOOL PTSA 2021-22 TREASURER REQUEST FORM

<i>TEACHERS: For "\$100 Teacher Fund" reimbursements, fill out <b>ONLY</b> this top section of the form, 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>	
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 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 Sue Dietz at [treasurer@lwhspts.org](mailto:treasurer@lwhspts.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  
LWPTSA Council Basket  
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  
Virtual Meeting Platform

### **Senior Party**

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 '23 Down Payment

### **Fundraising**

Pass the Pouch

### **Student Programs**

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

### **School Support Programs**

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

### **Family &Comm Engagement**

Welcome to LWHS! Event  
Community Events  
Parent Education  
Special Education  
Advocacy / Legislative Assembly

### **Treasury - Reporting**

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

### **Urban Gardening Fund**

Plant Purchases