

# LAKE WASHINGTON HIGH SCHOOL PTSA TREASURER REQUEST FORM

**TEACHERS : For "\$200 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:		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**

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

Contact Email / Phone #	
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Expense approved by (Executive Officer name):	
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Approval signature or email address:	
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## FOR TREASURER'S USE ONLY

CHECK #:		DATE ISSUED:		TOTAL AMOUNT:	
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LINE ITEM(s):	
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NOTES:	
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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 Kim Miller at [treasurer@lwhsptsa.org](mailto:treasurer@lwhsptsa.org)

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

## 25-26 Budget Expense Line Items

### **Grants / Scholarships**

Contingency Fund - Grants/Scholarships  
\$200 Teacher/Staff Grant  
Mini Grants  
Kangs Care  
LWPTSA Council Scholarship  
Levy Campaign Fund

### **Student Programs**

Contingency Fund - Student Programs  
College Prep Workshops  
College Visit Lunches  
Reflections  
Senior Farewell/Recognition Events

### **School Support Programs**

Contingency Fund - School Support Programs  
Staff Appreciation  
Coffee Klatsch  
School Beautification  
Emergency Prep  
Hospitality  
Health Room Supplies  
Student Printers & Other Supplies

### **Family &Comm Engagement**

Contingency Fund - Family & Comm Engagement  
Welcome to LWHS Events/Incoming Families  
LWHS Community Events  
LWHS College Fair Dinner  
Parent Education  
Special Education

### **Communications**

Contingency Fund - Communications  
Newsletter (Constant Contact)  
Website/email provider

### **Administration/Training**

Contingency Fund - Admin/Training  
Founders Day Luncheon  
WA State PTA Convention  
Golden Acorn/Kang/Apple  
Postage & Supplies  
IRS Tax Return Processing Fee  
MoneyMinder Software  
PTSA Insurance  
WA State Charitable Org Renew  
WA State Annual Report  
WA State Business License  
Advocacy/Legislative Assembly  
PTSA Branded Items

### **Senior Party**

SP Transportation - Buses  
SP Water/Supplies  
SP Prizes  
SP Yard Sign & Car Decal