

LAKE WASHINGTON HIGH SCHOOL PTSA 2019-20 TREASURER REQUEST FORM

<i>TEACHERS: For "\$100 Teacher Grant" reimbursements, fill out ONLY 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 Julie Tribolet 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
Sheeley Scholarships
Students in Need / Invest Ed
LWPTSA Council Scholarships
Levy Campaign Fund

Administration / Training

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
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 '21 Down Payment
SP PayPal Fees

Fundraising

Pass The Pouch

Student Programs

College Prep Workshops
Reflections
Fear Free SAT/ACT Tests
Senior Salute
Life Hacks
Calm Café

School Support Programs

Staff Appreciation
School Beautification
Emergency Prep
Hospitality

Family & Comm Engagement

Welcome to LWHS!
Community Events
Parent Education
Special Needs

Treasury - Reporting

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

Urban Gardening Fund

Plant Purchases