

# LAKE WASHINGTON HIGH SCHOOL PTSA TREASURER REQUEST FORM

<b><i>TEACHERS</i></b> : For "\$200 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.			
Teacher name:		Amount:	
		Date:	

<b><i>For all other reimbursement or payment requests, fill out below and attach receipts</i></b>
---------------------------------------------------------------------------------------------------

Date:		Total Amount:	
-------	--	---------------	--

Budget line item for this expense: <i>(See list on back. May be more than one per form)</i>	

Description: Attach all original receipts and/or invoices

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 Kim Miller at [treasurer@lwhsptsa.org](mailto:treasurer@lwhsptsa.org)

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

# Budget Expense Line Items

## **Fundraising**

Pass the Pouch

## **Membership**

Dues

## **Grants / Scholarships**

Contingency Fund - Grants/Scholarships

\$200 Teacher Grant

Mini Grants

Grants - Social/Emotional (Counseling)

Kangs Care

LWPTSA Council Scholarships

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 Printes & Other Supplies

## **Family &Comm Engagement**

Contingency Fund - Family & Comm Engagement

Welcome to LWHS Events/Incoming Families

LWHS Community Events

Parent Education

Special Education

## **Communications**

Contingency Fund - Communications

Newsletter (Constant Contact)

Website/email provider

Virtual Meeting Platform

## **Administration/Training**

Contingency Fund - Admin/Training

Founders Day

WA State PTA Convention

Golden Acorn/Kang/Apple

Postage & Supplies

CPA/Tax Consultant

MoneyMinder Software

Fees - PayPal

Fees - Bank

PTSA Insurance

WA State Charitable Org Renew

WA State Annual Report

WA State Business License

Advocacy/Legislative Assembly

PTSA Branded Items

## **Senior Party**

SP Sponsorships/Donations

SP Grad Night Payments

SP Transportation - Buses

SP Water/Supplies

SP Nurse

SP Police Officer-Security

SP Prizes

SP PayPal Fees

SP Fundraising & Fundraising Expenses

SP Yard Sign & Car Decal