

LAKE WASHINGTON HIGH SCHOOL PTSA TREASURER REQUEST FORM

<i>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.</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*

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
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 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