

Lake Washington High School PTSA Reimbursement Check Request Form

To whom is the check to be written:		
Name		
Address		
Purpose (what is/was the money spent for?)		
Date check is needed		Amount of Check
Date this form was submitted		
Contact Details of the person submitting this form		
Name		Phone
Signature		
Approved by		
<i>If the form was submitted by a Committee Chairperson it must be approved by an Executive Officer</i>		
Attach receipts to the back of this form for reimbursement		
Please indicate the budget which is to be charged		
Committee	Programs	Administrative
<input type="checkbox"/> Bulletin Board	<input type="checkbox"/> Awards and Recognition	<input type="checkbox"/> Annual State Incorporate Fee
<input type="checkbox"/> Emergency Preparedness	<input type="checkbox"/> Baccalaureate	<input type="checkbox"/> Back to School Packet Print
<input type="checkbox"/> Hospitality	<input type="checkbox"/> Golden Acorn	<input type="checkbox"/> Discretionary Fund
<input type="checkbox"/> Kang Crier	<input type="checkbox"/> Grants	<input type="checkbox"/> Founder's Day
<input type="checkbox"/> Legislation	<input type="checkbox"/> LWPTSA Council Basket	<input type="checkbox"/> Leadership Training
<input type="checkbox"/> Membership Fees	<input type="checkbox"/> LWPTSA Reflections	<input type="checkbox"/> Miscellaneous
<input type="checkbox"/> Staff Appreciation	<input type="checkbox"/> LWPTSA Council Scholarships	<input type="checkbox"/> Postage and Supplies
<input type="checkbox"/> Student Directory	<input type="checkbox"/> Outstanding Educator Award	<input type="checkbox"/> WA State PTA Convention
	<input type="checkbox"/> PTSA Scholarship – Sheeley Award	
	<input type="checkbox"/> Student in Need	
Senior Party	<input type="checkbox"/> Volunteer Recognition	
<input type="checkbox"/> Grad Night	If you are submitting receipts for multiple categories, please indicate in the space below the correct amount that should be allocated to each budget area.	
<input type="checkbox"/> _____		
<input type="checkbox"/> _____		

Please submit this form along with original receipts attached to the back to Brenda Andrew, LWHS PTSA Treasurer at 6514 128th Ave NE, Kirkland, WA 98033. If you have any questions, please contact Brenda at (425)822-3401 or brendaandrew@msn.com . Please retain a copy of this completed form and receipts for your records.

Check Number: _____
Date Paid: _____