



Directions for \$100 PTSA Reimbursements for Certificated Staff at Issaquah High School

- 1) Fill out the ISD Materials Reimbursement Form 6214F1.
- 2) Write PTSA at the top.
- 3) Attach receipts to the form and turn them in to Kathlyn Chin, the Building Bookkeeper at IHS.

Please note that reimbursements are restricted by the form (e.g. the food guidelines). PTSA also cannot fund professional development for teachers or transportation.

- 4) If you have questions, feel free to ask Kathlyn (chinmk@issaquah.wednet.edu) or IH PTSA at ihptsapresidents@gmail.com.