



# Issaquah High PTSA Check Request Form

\* Please include original receipts/invoices with your request. \*

**Thank you for all you do in support of our students, staff, and parents of Issaquah High!**

Amount Requested: \$ \_\_\_\_\_ Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Requestor Name: \_\_\_\_\_ Email: \_\_\_\_\_

Check Payable To:  same as above OR: \_\_\_\_\_

Address to Mail Check (if not IHS mailbox) : \_\_\_\_\_

Budget Category (if known):

- 1. \_\_\_\_\_ Amount: \$ \_\_\_\_\_
- 2. \_\_\_\_\_ Amount: \$ \_\_\_\_\_
- 3. \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Description/Purpose: \_\_\_\_\_

Signature of Person Submitting: \_\_\_\_\_

Please submit your form & receipt/s to: **1.** The IHPTSA Mailbox at IHS OR **2.** Scan and email documents to [IHPTSATreasurer@gmail.com](mailto:IHPTSATreasurer@gmail.com) OR **3.** Mail to IHPTSA, % IHS, 700 2nd Ave SE, Issaquah, WA 98027.

### *Treasurer Use Only*

Check Payable To: \_\_\_\_\_

Check Number: \_\_\_\_\_ Check Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Check Amount: \$ \_\_\_\_\_

Budget Category:  Same as above  \_\_\_\_\_

Approval for Expenditure:  Per Budget  Pres/VP/Chair Approval Needed (documentation attached)