

**LAKE WASHINGTON
PTSA COUNCIL
REIMBURSEMENT VOUCHER
for the
Donna Albertson
Health & Welfare Fund**

FOR TREASURER'S USE ONLY	
INVOICE #	_____
CHECK #	_____
CHECK AMOUNT	_____
DATE PAID	_____
ACCOUNT	_____

The Donna Albertson Health & Welfare Fund was established to ensure that children from families of limited means could have access to basic health and welfare needs. A small fund, it is intended to be a last resort when other resources are not available. Persons requesting funds should follow these steps:

1. Verify the need and ensure that the funds are being used for essential items or services.
2. Ask the school's PTSA if they have funds available to assist with this expense.
3. If possible, contact the school nurse, who may know of community agencies that can be of assistance.
4. Only after steps 1-3, complete this form, attach receipts and send to the LWPTSA Council via U.S. Postal Service or intra-district mail.

NOTE: Requests for reimbursement are not a guarantee of payment. The LWPTSA Council Board of Directors is the final authority for approval of all expenditures.

**PLEASE ATTACH RECEIPTS OR INVOICE TO THIS VOUCHER
SEPARATE VOUCHERS ARE NEEDED FOR EACH SUBMISSION
QUESTIONS? Contact Julie Haase at 425-883-4477 or email
juliehaase@gmail.com.**

DATE _____

ITEMS OR SERVICES PURCHASED _____

AMOUNT OF PURCHASE \$ _____

RECEIPT(S) ATTACHED? YES _____ NO _____

SEND PAYMENT TO:

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

SUBMITTED BY:

SIGNATURE _____ PHONE # _____

MAIL COMPLETED FORM WITH RECEIPTS TO: LWPTSA Council - Treasurer
P.O. Box 97039
Redmond, WA 98073

OR SEND FORM AND RECEIPTS through intra-district mail to: LWPTSA Council - Treasurer
LWSD Resource Center