



GHS PTSA CHECK REQUEST FORM 2025-26

Fill in the information requested on the form.

Scan or photograph this form and receipts, and submit via email to:

ghsptsatreasurer@gmail.com and ghsptsacotreasurer@gmail.com

Please allow 14 business days from the date of submission for reimbursement.

Receipts must be from the 2025-26 school year and submitted no later than June 1, 2026.

Questions? Contact ghsptsacotreasurer@gmail.com.

Your name: _____

Phone and/or email: _____

Amount requested:

Make check payable to: _____

Checks are delivered via USPS. Please provide a mailing address:

Street

City, State, Zip

Is this a Sports Booster Expense? If yes, please identify the sport and purpose:

Is this a teacher/staff stipend? (Y/N) _____

Is this a small grant reimbursement? If yes, please describe grant submission.

See next page for more information about teacher/staff and small grant reimbursements.

If neither, please provide explanation of reimbursement request so we can identify its corresponding budget line item: _____

**By signing this form, I acknowledge that all items and property purchased with
Garfield High School PTSA funds are the property of Garfield High School.**

Signature: _____ Date: _____

Typing /s/ and your name constitutes your signature.

Additional Information for 2025-2026

Teacher/Staff Stipend and Small Grant Reimbursements

The PTSA has budgeted a fixed amount to reimburse teachers and staff for school supplies they may purchase (stipends), and for the Building Leadership Team to approve additional amounts to cover specific needs (small grants). In keeping with the mission of the PTSA, these funds may only be used in furtherance of student learning or well-being.

Stipends:

1. Full and part-time teachers and staff at Garfield may be reimbursed up to \$350 for expenses incurred during the 2025-2026 school year for the benefit of students. Examples include: classroom supplies, décor, student snacks, equipment, and subscriptions.
2. Stipend receipts must be dated between August 1, 2025 and May 31, 2026.
3. Teachers and staff may not pool their stipends in order to make larger purchases; these should be submitted through the small grant approval process.
4. Gift cards are not eligible for reimbursement. PTSA cannot advance funds or make purchases on behalf of teachers/staff.

Small Grants:

1. Larger expenses (examples: classroom books, field trips, club supplies) may be pre-approved through the BLT's small grant process.
2. Please contact Jess Allen for information about the small grant process and how to apply: jmallen1@seattleschools.org.