



GHS PTSA CHECK REQUEST FORM 2025-2026

Fill in the information requested on the form.

Scan or photograph this form and receipts, and submit via email to treasurer@garfieldpts.org.

Please allow 14 – 21 business days to receive your reimbursement check. Reimbursement requests for this school year should be submitted by June 1, 2026. Questions? Contact treasurer@garfieldpts.org.

Your name: _____

Phone and/or email: _____

Amount requested:

Make check payable to: _____

Checks are delivered by USPS. Please provide an address below.

Street Address

City

State

ZIP

Is this a Sport Boosters expense? If so, please identify the sport and purpose: _____

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

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

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

If a different expense, please provide explanation of the 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. [It's ok to type your signature]

Signature: _____ Date: _____



**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 to make larger purchases. Instead, 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.