

Check #

# Los Altos High School PTSA

## Request for Payment Form

For any questions, and for fastest processing, submit directly via email: LAHSPTSATreasurer@gmail.com

Or you may submit to: LAHS PTSA Treasurer  
201 Almond Ave  
Los Altos, CA 94022

Date \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

Expense Description \_\_\_\_\_

Make Check Payable to \_\_\_\_\_

Requested by \_\_\_\_\_

Contact Information (email or phone number) \_\_\_\_\_

Mailing Address for check delivery \_\_\_\_\_  
\_\_\_\_\_

**NOTE: PLEASE ATTACH ALL RECEIPTS**

Approved by \_\_\_\_\_ Committee Chair, if applicable

Approved by \_\_\_\_\_ President

Approved by \_\_\_\_\_ Secretary

---

---

**For PTSA Treasurer's use only:**

Date \_\_\_\_\_ Check Amount \$ \_\_\_\_\_

Expense Categories \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Notes: \_\_\_\_\_