

Check Request Form Instructions, school year 2018-19

Fill out the form on page 1 to get reimbursed for an out-of-pocket expense or to pay a vendor invoice.

Helpful tips

- This form is used to get reimbursed for an out-of-pocket expense (most common) or to pay a vendor invoice. An out-of-pocket expense is something you paid for yourself but want to be reimbursed from a funded Friends of TOPS (FOT) program. In section 1, check the appropriate box.
- Name of Payee — to whom should the check be made out?
- Mailing address — most checks go through the mail so this is **required**
- To electronically sign the form on page 1: [How to Electronically Sign PDF Documents Without Printing and Scanning Them](#)
- For Class Funds
 - On the front of this form, after checking the *Class funds* box, indicate for which grade the class fund expense is associated
 - Each class's Room Rep is the Program Manager/Approver. (See table at the bottom of this page.)
 - If you're the Room Rep and you're need to be reimbursed for an out-of-pocket expense, have the teacher fill out and sign the Program Manager/Approver section of the form

The form will be sent back if:

- Receipt(s) or invoice aren't attached or included somehow
- Fields are left blank
- The Payee and Program Manager/Approver are the same person. If you're a Program Manager and you're asking for yourself to be reimbursed, please get someone else to sign in the Program Manager/Approver — e.g. a teacher or another parent who can verify you spent what you say you spent on the FOT program.
 - A Requester can make a request to reimburse themselves (i.e. Requester is the same as the Payee), but someone else needs to approve it.

List of PMs for class funds

Room Rep	Email	Class/Grade
Lindsay Calkins	lindsay.dell.calkins@gmail.com	Room Rep - K - Ms. G
Michi Nair	michinair@gmail.com	Room Rep - K - Melody Bernal
Akiko Yabuki	Akikoyab@aol.com	Room Rep - 1st - Kevin Miller
Kerri Ladiges	email4klf@yahoo.com	Room Rep - 1st - Emily Williams
Yvonne Devineni	yvonne.devineni@gmail.com	Room Rep - 2nd - Jessica Wahlund
Rachael Taylor	rachaelmeadtaylor@gmail.com	Room Rep - 2nd - Natasha Gislason
Delight Roberts	altatahoe@hotmail.com	Room Rep - 3rd - Kacy Lebby
		Room Rep - 3rd - Kristy Herrmann
Ruslana Sabbagh	tanya_ua78@hotmail.com	Room Rep - 4th - Katherine Hinn
		Room Rep - 4th - Katie Waters
Rebecca Adrian	rebadrian@hotmail.com	Room Rep - 5th - Alon
		Room Rep - 5th - Herr
Kris Shaw	kris.shaw@gmail.com	Room Rep - 6th - Marianne Clarke & Guy Lawrence
Sandra Schumann	schumsa@uw.edu	Room Rep - 7th - & Dan Bloedel
Margaret Ales	maggieales@gmail.com	Room Rep -7th
Liza Schattenkerk	schliza@comcast.net	Room Rep - 8th Lori Eickelberg
Jenny Breed	jsnbreed@hotmail.com	

Questions? Send them to treasurer@topsk8.org

Friends of TOPS

Check Request Form, School Year 2018-19

Section 1: Expense Type

Please check one of these boxes for the appropriate expense type:

Out of pocket reimbursement

Vendor invoice for product/service

INSTRUCTIONS

1. READ DETAILED INSTRUCTIONS ON PAGE 2!
2. Fill out this form
3. Get it signed by program manager/approver
4. Scan and email to treasurer@topsk8.org

Section 2: Payment Information

Payee information

Name of Payee	
Mailing address	
Contact name (if payee is a vendor)	
Email	
Phone	

Requested amount

\$

Section 3: List of 2018-19 Funded Programs

Check one box only! (Program Manager listed after each program.)

<p>Community</p> <p><input type="checkbox"/> Food security backpacks (Emma Hainer)</p> <p><input type="checkbox"/> Ice cream social (Ian Dickson)</p> <p><input type="checkbox"/> 8th grade passage (TBD)</p> <p><input type="checkbox"/> Talent show (Stacy Yen)</p> <p><input type="checkbox"/> Teacher appreciation (Amy Fahey/Vergie Johnson)</p> <p><input type="checkbox"/> TOPS family directory (Sharon Lynch Grey)</p> <p><input type="checkbox"/> New family orientation (Amy Fahey/Vergie Johnson)</p> <p><input type="checkbox"/> Taste of TOPS (Akiko Yabuki)</p> <p><input type="checkbox"/> Community Building (Tina Shereen)</p>	<p>Overhead</p> <p><input type="checkbox"/> PCC Scrip (Sharon Lynch Grey)</p> <p><input type="checkbox"/> Snack Closet (Emma Hainer)</p> <p><input type="checkbox"/> Volunteer coordinator (Stephanie Karadzic/Vergie Johnson)</p> <p><input type="checkbox"/> Site council food (Christy Lesseig)</p> <p><input type="checkbox"/> Auction expenses (TBD)</p> <p><input type="checkbox"/> Annual fall fund drive (Doug Stanley-Hunt)</p> <p><input type="checkbox"/> Principal's discretionary fund (Amy Schwentor)</p> <p><input type="checkbox"/> Finance and bank fees (Tim Ahlers)</p>
<p>Enrichment</p> <p><input type="checkbox"/> Urban horticulture (Kacy Lebby)</p> <p><input type="checkbox"/> Kindergarten dance (Melody Bernal)</p> <p><input type="checkbox"/> Music (Ted MacGovern)</p> <p><input type="checkbox"/> Library development (Nicholas Schirmer)</p> <p><input type="checkbox"/> Drama & Movement Program (Nicholas Schirmer)</p> <p><input type="checkbox"/> Visual Artist-in-Residence for K-3 (Kristy Herrmann)</p> <p><input type="checkbox"/> Art supplies for 4-8 (Suzanne Wakefield)</p> <p><input type="checkbox"/> Ski bus (Robyn Komachi)</p> <p><input type="checkbox"/> TOPICS (TBD)</p> <p><input type="checkbox"/> TOPS Enrichment Scholarship Fund (Margo Robb)</p> <p><input type="checkbox"/> Activity Bus Coordinator (TBD)</p> <p><input type="checkbox"/> Phenomenal Falcon Fund (Amy Schwentor)</p> <p><input type="checkbox"/> Media arts (Don Zemke)</p>	<p>Academics</p> <p><input type="checkbox"/> IA fund (Amy Schwentor)</p> <p><input type="checkbox"/> Math & Reading Intervention (Amy Schwentor)</p> <p><input type="checkbox"/> Planting the Seeds (TBD)</p> <p><input type="checkbox"/> Science materials (Dan Bloedel)</p> <p><input type="checkbox"/> Certificated Teacher Stipend (Katie Waters)</p> <p><input type="checkbox"/> Writers in the school (TBD)</p> <p><input type="checkbox"/> Young playwrights project (TBD)</p> <p>Other</p> <p><input type="checkbox"/> Class funds (PM: see list on back)</p> <p><i>NOTE: Which grade level? Please circle one:</i></p> <p>K 1st 2nd 3rd 4th 5th 6th 7th 8th</p>

Section 4: Signatures and Approvals

Requester:

Print name _____

Sign name _____

Date _____

Program Manager/Approver:

Print name _____

Sign name _____

Date _____