

Lake Forest High School

APT Check Request Procedures

1. Refer to the LFHS APT Budget to make sure that your committee has a budget.
2. If the amount of your purchase is greater than your budget or if your committee does not have a budget, the APT President and/or the Treasurer's approval is required before making any purchases.
3. Expenditures over \$500 require approval of APT President.
4. Please remember that sales tax is not reimbursable.
5. Fill out the Request for Reimbursement/Payment Form (available on the APT website under FORMS) and attach original receipts to it. Make a copy for your records.
6. Please email/mail the completed form to the Treasurer:

Jeanna Park
565 E Deerpath Road
Lake Forest, IL 60045
lfhsapptreasurer@gmail.com