

**Anthony Chabot Elementary School PTA  
2011-2012 Request For Check**

**USE THIS FORM IF YOU ARE SEEKING A REIMBURSEMENT**

Checks will not be issued unless approved by the Program Chair and accompanied by receipts or invoices for all expenses.

If an invoice is submitted, checks will be mailed directly to the vendors. Requests not approved by a program chair will be returned.  
Questions? Contact Michelle Chackerian 551-8471 or michelle@chackerian.net.

**Approved by:** \_\_\_\_\_ **Program Chair (signature):** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Please issue check to:** \_\_\_\_\_

**Phone Number (in case of questions):** \_\_\_\_\_

**Deliver Check to (select one):**

**Office Mailbox (please specify):** \_\_\_\_\_

**Address (you must include self-address, stamped envelope):** \_\_\_\_\_

\_\_\_\_\_

<b>FOR THE COST OF:</b>	_____	\$ _____
(attach additional sheets as needed)	_____	\$ _____
	<b>TOTAL</b>	\$ _____

**Circle the Program or Fund Related to This Request**

**FUNDRAISING**

- Annual Drive
- Auction
- Carnival
- Kids Night Out
- Read-a-thon
- T-shirts/Sweatshirts
- Scrip
- Restaurant Partners

**COMMUNICATIONS**

- Directory
- Newsletters
- Broadcast
- Website

**CHABOT WAY TO GROW**

- Administrative Expenses
- Purchases (describe below)

**ENRICHMENT**

- After School Programs
- Art
- Library
- Technology
- Music
- Garden
- Spanish
- Science

**TEACHERS**

- Field Trip Advance
- Teacher Allocation
- Teacher Education
- Principal Allocation

**MISC. OTHER**

(please describe specific fund)

**PTA ADMINISTRATION**

- Paper/Supplies
- Hospitality/Community Outreach
- Staff Appreciation Lunch
- Yearbook/5th Grade Promotion

**SCHOOL SITE SUPPORT**

- School Climate/Community Culture
- Helping Hands
- Staff Emergency Training

**ADVOCACY AND OUTREACH**

- PCAD
- Chabot Parents Respond
- Middle School Committee
- Parents Homework Night

**OTHER ACCOUNTS**

- Friends of the Library
- Library Book Fund Balance

NOTE FOR COMMITTEE CHAIRS: Make copies of all receipts and forms to track your committee expenses this year\*\*\*\*

**Financial Secretary Approval:** \_\_\_\_\_