Anthony Chabot Elementary School PTA
2017-2018 REQUEST FOR CHECK

USE THIS FORM IF YOU ARE SEEKING A CHECK OR A REIMBURSEMENT

All expenses must be approved by the Program Chair (budget manager) prior to them being incurred.
All steps MUST be completed before a check may be issued. Minimum processing time is two weeks.

- **Step #1:** Complete this form and attach ORIGINAL receipts or invoices for the amount requested.
- **Step #2:** Obtain Program Chair's signature, which authorizes this expense from the approved PTA Budget.
- **Step #3:** Submit to Financial Secretary's mailbox (in the school office) for review and approval.

Date Submitted: _____ **Phone Number** (in case of questions): _____

Please Issue Check to: _____

Deliver Check via (select one): □ Office Mailbox: _____

□ Mail using self-addressed stamped envelope attached

FOR THE COST OF: _____ **$**_____
Description of Expense(s)

_____ **$**_____

TOTAL: $_____

PROGRAM OR FUND RELATED TO THIS REQUEST (Circle One)

FUNDRAISING
Annual Fund
Auction
Carnival
Kids Night Out
Read-A-Thon
T-shirts/Sweatshirts

COMMUNICATIONS

PTA ADMINISTRATION
Paper/Supplies
Insurance/Workers Comp.

OTHER (describe below)
_____

ENRICHMENT
Art
Garden
Library
Friends of the Library
Music
Science
Spanish
Technology

TEACHERS
Field Trip Advance
Principal Allocation
Teacher Allocation
Small Group Specialists

COMMUNITY OUTREACH
Purple and Gold Day
Hospitality
Staff Appreciation Luncheon
Fifth Grade Promotion

SCHOOL SITE SUPPORT
SEL
Assemblies
Helping Hands

ADVOCACY AND OUTREACH
Equity & Inclusion
Middle School Committee
Family/Parent Education

REQUIRED APPROVAL SIGNATURES

The Program Chair is the person responsible for managing the approved budget funding this expense.
PROGRAM CHAIRS: Please record this expense request in order to track your committee expenses.

Program Chair Approval: _____ _____
Signature Printed Name

Financial Secretary Approval: _____

Questions? Contact the PTA Treasurer, Michelle Blakeley at 510-435-3531 or treasurer.chabot.pta@gmail.com