

Anthony Chabot Elementary School PTA
2016-2017 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 | ENRICHMENT
Art
Garden
Library
Friends of the Library
Music
Science
Spanish
Technology | COMMUNITY OUTREACH
Purple and Gold Day
Hospitality
Staff Appreciation Luncheon
Fifth Grade Promotion |
| COMMUNICATIONS | TEACHERS
Field Trip Advance
Principal Allocation
Teacher Allocation
Small Group Specialists | SCHOOL SITE SUPPORT
SEL
Assemblies
Helping Hands |
| PTA ADMINISTRATION
Paper/Supplies
Insurance/Workers Comp. | | ADVOCACY AND OUTREACH
PCLAD
Middle School Committee
Family/Parent Education |
| OTHER (describe below)
_____ | | |

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: _____