

**Anthony Chabot Elementary School PTA
2021-2022 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	ENRICHMENT	COMMUNITY OUTREACH
Annual Fund	Art	Purple and Gold Day
Auction	Garden	Hospitality
Carnival	Library	Staff Appreciation Luncheon
Kids Night Out	Friends of the Library	Fifth Grade Promotion
Read-A-Thon	Music	
T-shirts/Sweatshirts	Science	SCHOOL SITE SUPPORT
	Spanish	SEL
COMMUNICATIONS	Technology	Assemblies
		Helping Hands
PTA ADMINISTRATION	TEACHERS	Safety
Paper/Supplies	Field Trip Advance	
Insurance/Workers Comp.	Principal Allocation	ADVOCACY AND OUTREACH
	Teacher Allocation	Equity & Inclusion
OTHER (describe below)	Small Group Specialists	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, Corinne Brown at (415) 730-4769 or treasurer.chabot.pta@gmail.com