

**Anthony Chabot Elementary School PTA  
2023-2024 REQUEST FOR PAYMENT**

**USE THIS FORM FOR PAYMENT OF PTA APPROVED EXPENDITURES  
INCOMPLETE OR PRIOR VERSIONS OF THIS FORM WILL BE REJECTED**

All expenses must be approved by the Program Chair (budget manager) prior to them being incurred. All steps MUST be completed before a payment 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. To facilitate signature through DocuSign, contact Financial Secretary at the email below.
- **Step #3:** Submit to Financial Secretary - **email required** at **contracts.chabot.pta@gmail.com**  
Please do not use the Treasurer mailbox at the office – this will cause significant delay!

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

**Please Issue Payment to:** \_\_\_\_\_

**Recipient's email:** \_\_\_\_\_

**Recipient's mailing address:** \_\_\_\_\_

**(continued):** \_\_\_\_\_

**Payment Delivery** (select one):  EFT (email required)  Mail (address required)  School mailbox (Pre-approval required)

**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

**PTA ADMINISTRATION**

- Paper/Supplies
- Insurance/Workers Comp.
- Taxes
- Subscriptions

**OTHER** (describe below)  
\_\_\_\_\_

**ENRICHMENT**

- Art
- Garden
- Library
- Friends of the Library
- Music
- Science
- Technology

**TEACHERS**

- Field Trip Advance
- Principal Allocation
- Teacher Allocation
- Small Group Specialists
- Yard Staff

**COMMUNITY OUTREACH**

- Hospitality
- Staff Appreciation Luncheon
- Fifth Grade Promotion

**SCHOOL SITE SUPPORT**

- SEL
- Assemblies
- Helping Hands
- Safety

**ADVOCACY & OUTREACH**

- Equity & Inclusion
- Community Engagement

**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 Financial Secretary at [contracts.chabot.pta@gmail.com](mailto:contracts.chabot.pta@gmail.com) or PTA Treasurer at [treasurer.chabot.pta@gmail.com](mailto:treasurer.chabot.pta@gmail.com).**