

Kaechele Elementary School PTA Check Request Form

- 1) Please use a separate form for each check requested
- 2) Complete and attach any paperwork that must be sent with check
- 3) Staple all receipts to this form
- 4) **REIMBURSEMENTS WILL NOT BE MADE WITHOUT ALL RECEIPTS**

PERSON REQUESTING FUNDS (please print): _____

Signature: _____

Date: _____ Contact Phone Number _____

CIRCLE BUDGET ITEM:

Fundraising: Box Tops, Fundraiser (specify), Original Works, PTA Membership Dues, Scrip, Spirit Wear

Academic: Agendas, Brain Pop/Study Island, Communication Folders, Educational Enhancements, Faculty Stipend, PTA President Fund, Pack Fund, Teacher Mini Grants

Programs: Clubs/Teams/Community Service (specify), Assemblies/Speakers/Authors (specify), Beautification, Hospitality, Lego Robotics, PE/Playground Equipment, Reflections, Scholastic Book Fair, Student or Family Programs (specify), Student Directory, Teacher Appreciation, Watch DOGS, Yearbook

Administration: Accounting Software, Cash Box, Check/Bank Fees, PTA Conference/Training/Banquet, HCCPTA Dues/Scholarship, Insurance, nList, PTA Supplies, Website/Domain Registration

Other: _____

Description of Expense: _____

Amount of Payment Requested: _____ Date Payment Required: _____

Payable To: _____

METHOD OF DELIVERY: (Please Check Preferred Box)

Office Mailbox (For Teachers/Staff and PTA Board Members Only)

Hand Deliver

Mail To: _____

Send Home with My Child: _____ (Teacher) _____

Electronic Fund Transfer

Special Instructions: _____

TREASURER'S USE ONLY:

REIMBURSEMENT ISSUED BY: (please print): _____

Check Number: _____ Check Date: _____