

East Ridge Elementary PTA
EXPENSE REIMBURSEMENT / CHECK REQUEST FORM

Please use this form for reimbursements or payments from a budgeted category. Fill out the form completely and staple receipts to the back of the form. Place forms in the treasurer mailbox. Mailbox will be checked weekly. Thank you!

Treasurer to Complete:

Check # _____

Date _____

Amount _____

1) To whom is the check to be written:

Name: _____

Address: _____

2) Purpose (what is/was the money spent for?)

3) Date the check is needed: _____ Amount of check: \$ _____

Date this form was submitted: _____

4) Contact details of the person submitting this form:

Name: _____ Phone: _____

Signature: _____

5) Approved by: _____

6) Please indicate the budget category which is to be charged:

Fundraising

- Box Tops
- Fall Fundraiser
- Mariners Game
- Spirit Wear
- Alternative Fundraising
- Book Fair
- Sounders Soccer
- Auction

Student Events / Programs

- Art Docent
- Booked for Lunch
- Earth Club
- Field Day
- Fifth Grade Graduation
- Fifth Grade Guitar
- Fourth Grade Soc Studies
- Grade Level Field Trips
- Inclusive Play
- Program Scholarships
- Reflections Art
- Science Fair

- Suppl. Science Enrichment
- Spelling Bee
- Student Assemblies

PTA Events / Programs

- Art Walk
- Hospitality
- Meet the Teacher / Orient
- PTA Program Nights
- WatchDOGS
- Fall Festival
- Yearbook / DVD

Self-Supported Programs

- After School Art/Science
- School Play

School Grants / Support

- Emergency Prep
- Specialist Grants
- Staff Appreciation
- Staff Grants
- Staff Support Fund

- Auction Fund-A-Need

PTA Costs

- Golden Acorn Award
- Board Discretionary Fund
- Board Retreat
- Council Scholarship Fund
- Council Luncheon
- Directory
- Fall Council Training
- Insurance
- Legislative Assembly
- Office Supplies
- PT Avenue / Money Minder
- PTA Cares Fund
- Postage
- Printing / Photocopy
- Retired Staff Gift
- Social Media
- State Convention
- Website Fees