

# NOTTINGHAM COUNTRY ELEMENTARY PTA PAYMENT REQUEST FORM

PAYEE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

For reimbursements, check will be delivered to child listed below:

CHILD'S NAME: \_\_\_\_\_ CHILD'S TEACHER: \_\_\_\_\_

**IMPORTANT – ATTACH INVOICE OR RECEIPT**

Expense Category (Required -see back)	Place of Purchase	Amount
Total		
* Less Sales Tax		(            )
Net Payment		

**\* PTA is not able to reimburse for sales taxes paid**

Comments: \_\_\_\_\_

\_\_\_\_\_  
Requesting Party's Signature

\_\_\_\_\_  
Committee Chairperson (if applicable)

**Approvals:**

\_\_\_\_\_  
Principal Approval \*\*\*

\_\_\_\_\_  
PTA Treasurer

\_\_\_\_\_  
PTA President

<i>Request Received:</i> _____ <i>Date Paid:</i> _____	<i>Amount Paid:</i> _____ <i>Check Number:</i> _____
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\*\*\*For Teachers Only

**NOTTINGHAM COUNTRY ELEMENTARY  
PTA PAYMENT REQUEST FORM  
EXPENSE CATEGORIES**

**ADMINISTRATIVE**

Administrative Expense  
990 Tax Preparation  
Bonding/Liability Insurance  
Community Relations  
Contingency  
Directory Expense  
PTA Dues-KISD  
PTA Founders Day Dinner  
PTA Life Membership Award & Dues  
Sales Taxes Paid  
Volunteer Supplies

**COMMITTEES**

Outdoor Maintenance  
Cultural Arts  
Fifth Grade Party  
Fifth Grade Plaque  
Fifth Grade Spirit Wear  
Fifth Grade Choir Fundraising  
Fifth Grade Choir Field Trip  
Class Parties Expense  
Hospitality  
New Comer Hospitality  
Yearbook

**FUNDRAISING**

Carnival Admin/Setup  
Carnival Food Vendors  
Carnival Grade Level Projects  
Carnival NCE Dads  
Carnival Rides  
Carnival T-Shirts  
Fall Fundraising-Catalog Sales  
Box Tops/Promotions  
School Store  
School Supplies 2011-2012 (Incl Trackers)  
Spirit Wear

**NCE PROGRAMS**

Aerospace  
Field Day

**NCE DEPARTMENTS**

Art  
Challenge  
Clinic  
Music-Choir  
Music-Supplies/Equipment  
PE Equipment  
Reach

**PROJECTS**

Special Projects 09-10  
Stage Curtain 11-12

**STUDENT PROGRAMS**

Joust Reading  
Field Trips  
NCE Dad's Program  
Reflections  
Spice Grades K-4  
Spice Biztown-5<sup>th</sup> Grade  
Power  
Red Ribbon Week

**TEACHER PROGRAMS/ BENEFITS**

Classroom Supplies  
Coffee Bar-Workroom  
Teacher Appr Week & Aug Luncheon  
Teacher Education  
Teacher Treats

**OTHER**

State and National Dues Paid