

Please keep a copy of your receipts for your own records and attach the original receipt to this form.

_____ \$ _____
 Date Amount Preparer

 Payable To (Only one check per person/company)

Request Type: check one

Attach all: receipts, invoices, order forms, or explain

_____ Reimbursement

_____ Advance payment

_____ Goods or Services

_____ Other: (explain below)

Mailing Address and Phone number Required

 Name/Company

 Street

 City

 State

 Zip Code

(_____) _____

Area Code

Phone number

Request Category

List amounts next to the approved budgeted expenses below. Itemized amounts must = check request total.

Expenses for Programs:

5 th Grade Outdoor Education	\$
5 th Grade Promotion	\$
Art in Action	\$
Artist in Residence	\$
Assemblies	\$
Classroom Technology	\$
Educator Positions: Computer/Libraian/P.E./Outdoor Ed.	\$
Expeience Corp	\$
Field Day	\$
Gardening – Interior or Exterior	\$
Halloween	\$
Handwriting Books: ___ Grade	\$
Lafayette Operating Supplies	\$
Math Workbooks: _____	\$
Music	\$
Multicultural Celebration / Night	\$
New Family Event	\$
Online Learning: _____	\$
Opera	\$
Other: _____	\$
Parent Tours	\$
Reflections	\$
Staff Appreciation	\$
Star Test Snacks / Test Prep Materials	\$
Stop, Drop & Go	\$
Teacher Professional Development	\$

Expenses for Fundraisers:

Annual Giving Campaign – Corporate / Indivic	\$
Auction	\$
Book Fair	\$
Carnival	\$
Membership Dues Collected/Paid to District	\$
Parking Fundaiser	\$
Partnerships / Smart Money: _____	\$
Raffle	\$
School Play / Musical	\$
Spell-A-Thon	\$
Spirit Wear	\$
Yearbook	\$

Expenses for Administration:

Bank Charges / Diamond /PayPal / Square	\$
Community Promtion (Spirit Friday, ...)	\$
Copying (outside)	\$
District PTA Dinner	\$
Hospitality	\$
Insurance	\$
Maintenance – Copier	\$
Maintenance – Vacuum	\$
Other: _____	\$
Postage	\$
Professional Services	\$
PTAEZ / Subscription	\$
PTA Supplies	\$

Approved for Payment (President & Treasurer, or 2 Officers must sign):

 PTA President/Officer Date

 Check # Check Date

 PTA Treasurer/Financial Secretary Date

 Recorded by