

Goldsmith-Schiffman Elementary PTA Request for PTA Check



Date: _____ Person Making Request: _____

Check Made Payable To: _____ Amount of Check: \$ _____

Reason for Check

_____ Reimbursement for _____ (receipt must be attached)

_____ Payment for _____ (invoice must be attached)

Do you want the treasurer to mail the check with the invoice? _____ Or return to requestor? _____

(Please be sure the address where the check is to be mailed is listed on the invoice.)

To which budget line item should this be charged?

Please select only one line item per form to keep easy records for the Treasurer.

_____ **Membership** (Grandparents Club, Membership Dues, Incentives)

_____ **Fundraisers/Income** (Community Partners, Fit and Fun Run, FFR Sponsors, Merry Market, Spirit Store, Spirit Nights, Misc. Fundraisers: Please describe: _____)

_____ **Special Events** (5th Grade Farewell, 5th Grade Picnic, Boo Bash, Grandparents Breakfast, Family Nights, New Student Orientation/Meet the Teacher, Open House, Spring Fling)

_____ **Teacher/Staff Support** (Reimbursement for Classroom Materials, Wishes Grants)

_____ **Academic Support** (AR Store, Book Fair, Butterfly Kits, Educational Assemblies, K Parent Night, OWLsome Readers, Read to Them Program, Reading Interventionist, Reflections, Space Camp, Spelling Bee, STEAM Night)

_____ **Committees/Support Programs** (5th Grade Legacy, Gold Rally, Grandparent Club, Hospitality, K Performance, 2nd Grade Performance, 3rd Grade Performance, Landscaping, Recess Items, New Owl Signs, Principal Fund, Room Rep Envelopes, Galaxy of Lights, Staff Celebrations, Volunteer Appreciation)

_____ **PTA Operating Expenses:** _____

_____ **Other Expenses:** _____

_____ **Class Celebration Funds**

Signature Approvals Needed

Committee Chairman
or PTA Board Member: _____ Date: _____

Approved by PTA President: _____ Date: _____

The following information will be filled out by the PTA Treasurer.

Check Dated: _____ Check Number: _____ Check Amount: \$ _____

Budget line item debited: _____ Date Entered in MoneyMinder: _____