

**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)

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

_____ **Special Events** (4th/5th Grade Party, 5th Grade Farewell, 5th Grade Picnic, Grandparents Breakfast, Movie Nights, PTA Meetings, Boo Bash, New Student Orientation, Spring Fling)

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

_____ **School Support** (Back to School Support, Copier Support, Early Morning Drop Off, Landscaping, Movie License, Playground Maintenance, Principal Fund, School Signs, Wednesday Folder Support)

_____ **Committees/Support Programs** (5th Grade Legacy, Bulletin Boards, Collab Celebrations, Gold Rally, Guidance, Hospitality, K Performance, New Owl Signs, Recess Item Restock, Room Rep Envelopes, Special Olympics, 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: _____