

**East Ridge Elementary PTA
CHECK REQUEST FORM**

Please use this form for reimbursements or payments from a budgeted category. Fill out the form completely and tape 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
- Walkathon

Self-Supported Programs

- ASAP
- Chess Club
- Directory
- End-of-Year DVD
- Family Fitness Night
- Membership/Council Fee
- Popcorn Friday
- School Play
- Spring Dance
- Spirit Wear
- Yearbook

Supported Programs

- Art Docent
- Classic Books
- Emergency Prep

- Field Day
- Friends of the Library
- Hospitality
- Ice Cream Social
- Library Grant
- Of Cedar & Salmon
- Playground Maintenance
- PTA Programs/Speakers
- Reflections Art Competition
- School Beautification Fund
- Scholarships
- Science Enrichment
- Six Traits
- Sixth Grade Graduation
- Sixth Grade Guitar
- Spelling Bee
- Staff Appreciation
- Staff Grants
- Staff Support Fund
- Steel Drums
- Student Assemblies

- Welcome Back Celebration

PTA Costs

- Golden Acorn Award
- Outstanding Educator Award
- Bank Fees
- Council Luncheon
- Welcome Back Packet
- Insurance
- Interest
- Legislative Assembly
- Office Supplies
- Postage
- Printing/Photocopy
- State Convention
- WA State Fees
- Treasurer Software
- Fall Council Training
- Website Fees