

Reimbursement/Check Request Form

Please attach all receipts or invoices to the back of this form, fill out ink and have appropriate officer sign form before submitting. Submit completed form to treasurer for payment.

Date: _____

Authorizing Officer Title: _____

Name: _____

Officer Signature: _____

Phone: _____

Date: _____

Date Required by: _____

What to do with the check? Put in my PTSA/staff box
 Mail to following address:

Check Payable to: _____ **Amount:** _____

Budget Category: (Balance shown is budget amt for 2011/2012)

___ 5 th Grade Graduation \$1300	___ Legislation \$500	___ Sound System \$4000
___ 6 th Grade Graduation \$1300	___ Library \$1850	___ Special Needs \$500
___ Art Docent \$3000	___ Literacy (Classic Bks/Poetry) \$500	___ Special Projects \$1500
___ Assemblies \$5400	___ LWPTSA Coun Schol Basket \$200	___ Spring Event \$0
___ Back to School Bkfst \$150	___ LWPTSA Scholarship Don \$300	___ Staff Appreciation \$800
___ Birthday Books \$0	___ LWS Foundtion Don/Links \$2000	___ Staff Development \$1000
___ Book Fair \$2500	___ Marathon Club \$250	___ Student Council \$150
___ Care and Share Club \$700	___ Math Adventures \$550	___ Student Council—Teachers \$1800
___ Charitable Solicitations \$50	___ Math Enrichment/Norm \$0	___ Summer Mailing \$300
___ Choir \$0	___ Math Olympiad \$0	___ Supply Sale \$0
___ Classroom Pictures \$1000	___ Membership \$1200	___ Survey Monkey Fee \$100
___ Classroom Grants \$300/per	___ Misc Awards \$300	___ Tax Prep \$150
___ Communications \$1000	___ Misc Gen'l-Visa Rental \$150	___ Teacher attends PTA Mtgs \$600
___ Content Team Grant \$4000	___ Misc Council Req Levy \$200	___ Theater \$2000
___ Council Scholarship Basket \$200	___ Motor Skills/Wellness \$0	___ Vision Hearing \$50
___ Craft Class (Sew/Web/Fab Art) \$0	___ Movie Night \$300	___ VP Vol Thank Yous \$400
___ Cribbage \$0	___ MSP Academ Spec \$4000	___ Watershed \$850
___ Drug & Alcohol Awareness \$300	___ Music and Perf Arts \$500	___ Welcoming Committee \$150
___ Emergency Prep \$1000	___ Non Profit Annual Rpt \$10	___ Wilder Pride Awards \$250
___ Fall Event/Carnival \$0	___ Office Supplies/Copies \$1000	___ Yearbook \$0
___ Field Day \$100	___ Photography \$0	
___ Field Maintenance \$600	___ P.E. Grant \$2000	
___ Field Trip Grants \$10000	___ Prior Year Expenses \$500	
___ Foreign Language \$0	___ Purchase Checks/Stamps \$100	
___ Founders Day \$150	___ Reflections \$250	
___ Gifts for Admins/Reps \$350	___ Safety Patrol \$250	
___ Gifts for I/As \$150	___ Salmon Study \$250	
___ Golden Acorn/Silver Wolf \$350	___ Scholarship Fund \$1500	
___ Hospitality \$300	___ School Beautification \$150	
___ Insurance \$800	___ School Directory \$300	
___ Karate \$0	___ Science Fair \$300	
___ Leadership Training \$1800	___ Scrabble Club \$0	

Explanation of Expenditure: _____

Signature of Person Submitting: _____

Check Number:

Check Date:

Check Amount:

Treasurer Signature: