

SAMPLE Check Request Form

(SUBMIT THIS FORM WITH RECEIPTS/INVOICES TO TREASURER FOR CHECK)

The following approval required before a check can be issued:	
Authorizing Officer/VP/Chair (Print Name): SUZY SAMPLE	Date Form Submitted: 9/11/2008
Signature:	Date authorized: 9/11/2008
<i>Obtain original signature or attach e-mail authorization</i>	

To whom is the check to be written: Suzy Sample	How can you best be contacted for questions? Phone?:
Address: address on file	E-mail? : ssample@verizon.net

How do you want check delivered? (Indicate One)	
School In Box	PTSA Folder
Mailing Address	Other/Please Specify

Receipts/Invoice required for payment. Are they attached?	
Yes: NO (if no, explain why not:	Yes
If payment is NOT a reimbursement, is W-9 attached?*	
Yes: NO (if no, explain why not:	

<p>What category is to be charged for this expense(s)? (See separate expense categories for reference)</p> <p><i>Please note that only 1 check request needed for multiple categories if check is to be written to same person.</i></p> <p>You may attach a separate sheet that shows expenses (reference sample provided)</p> <table border="1"> <thead> <tr> <th>Expense Category</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td>\$</td> </tr> <tr> <td>SEE ATTACHED</td> <td>\$</td> </tr> <tr> <td></td> <td>\$</td> </tr> <tr> <td></td> <td>\$</td> </tr> <tr> <td></td> <td>\$</td> </tr> </tbody> </table>	Expense Category	Amount		\$	SEE ATTACHED	\$		\$		\$		\$	<p>TREASURER USE ONLY:</p> <p>CHECK DATE: _____</p> <p>CHECK NO. _____</p> <p>CHECK AMOUNT: _____</p> <p>BUDGET CHARGED: _____</p> <p>COMMENTS:</p>
Expense Category	Amount												
	\$												
SEE ATTACHED	\$												
	\$												
	\$												
	\$												

*Reference Treasurer's Guide for guidance.

**When multiple small receipts are submitted, tape to 8 1/2 x 11 sheet of paper; copy for your records.

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Address: (complete if check to be mailed)	E-mail? :

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Listing of 2009-2010 Expense Categories

Fundraising Expenses

No Frills Fundraiser
Combined Misc Fundraising Expenses
Jogathon

PTSA Operations

PTA Member Dues pass thru to State
Annual Corporate Registration Fee
Bank Charges & CC Fees
Charity Soliciting Registration Fee
Liability Insurance Premium
Child Care
Supplies & Materials & Postage
WSPTA Annual Awards Ceremony
Council Training Fees
Council Scholarship Assessment
WA-PTA Scholarship Basket
Legislative Assembly Fees & Dues
LWSD Levy Fund Contribution
State PTA Convention Registration
Accounting/Taxes
General Copying Reimburse School

Parent Involvement/Education

PTSA-AE Student Directory Prod/Print Costs
PTSA Welcome Coffee
Distribution List Service
First Week Packet
Owl Outreach

Student Support/Enrichment/Education

Extended Classes
Fall Evening Book Fair
Birthday Book Club
Academic Enrichment -classroom/staff
Academic Enrichment Programs - 1st Sem
Academic Enrichment Programs - 2nd Sem
Art Docent - Fees & Supplies
Artist in Residence - DRAMA FOR 4-6
Artist in Residence - DRAMA FOR K - 2
Lunch Buddies Mentoring - Fees & Supplies
PTA Discretionary Scholarships
AE School Student Safety Patrol
Emergency Prep. Consumable Supplies
Emergency Prep. Durable Supplies and Materials
PTSA International Fair
Read Across America Week
PTA Reflections Student Art Program
Valet Budget Annual Support
Contingency Misc. Discretionary Fund

Community/Volunteer Involvement & Edu

Family Night(s) - Skate King
Family Night - Dance Event
Family Night - Welcome Back BBQ
Family Night - Ice Cream Social
Family Nights - MATH and GAME Nights
Yearbook
AE Lunch Buddy Appreciation Party
AE Volunteer Recognition Party