Sacajawea Elementary PTA
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Expense Report/Check Request

(Request for Budgeted Funds)

PTA Treasurer Use

Check #

Date

Date:_____ Signature:_____

Print Name:_____ Contact:_____

Make Check Payable to:_____ ☐ Check to use name above.

Program (Events/Committees) or Project (Non-Events/Dept.) ☐ Check to receive copies of your documentation with your check.

Budget Line Item (s) to be charged:

_____

Check all that apply:

- ☐ Using classroom or department funds. *($175 per/ K-5 Classroom budgeted. See current Budget or Treasurer Report posted in workroom for department funds budgeted)*
- ☐ Using Team Educational Enrichment Funds / PTA notified of Team Plan. (*An email will suffice)*
- ☐ Funds to be granted to VSD/Foundation. Grant agreement and invoice attached. *(See school secretary)*
- ☐ These are Cash Box Funds - # of cash boxes planned_____*(check must be payable to an individual)*
- ☐ These funds are for an APPROVED Unbudgeted Funds Request. (copy attached)

Note: Current Budget and Treasurer's Report are posted in the workroom.

Expenses: ATTACH receipts/invoices. **REQUIRED**. **(Taped on the back near the left margin is ideal.)**

Item(s)	**Amount(s)**
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL _____

Please Choose One:

- ○ Mail check to: Name_____ Contact_____
  Address _____ _____
  City/State/Zip _____ _____
- ○ I will pick up at school. Specify Location: _____
  (i.e. PTA Drawer or Folder, Teacher/Staff Mailbox, Front Desk, etc.)
- ○ Send home w/: Student Name_____ Teacher_____
- ○ Other:_____

Questions? Contact PTA Treasurer – Submit completed form to PTA Drawer or Treasurer Turn In Folder.

Email: sacpta@yahoo.com **Website:** sacpta.com **Facebook:** www.facebook.com/Sacajawea.Elementary.PTA

PTA Treasurer Use: ***Received:***_____ ***Approved - Budget Category Applied*** _____

Check #_____ ***Check Amount***_____ ***Date Issued***_____ ***Denied – Reason*** _____

Logged in Accounting Software_____ ***If Cash Box Funds, date deposited back into bank account*** _____

Revised August 2021