

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
Budget Line Item (s) to be charged: documentation with your check.

Check all that apply: 	<input type="checkbox"/> Using classroom or department funds. (\$175 per/ K-5 Classroom budgeted. See current Budget or Treasurer Report posted in workroom for department funds budgeted) <input type="checkbox"/> Using Team Educational Enrichment Funds / PTA notified of Team Plan. (An email will suffice) <input type="checkbox"/> Funds to be granted to VSD/Foundation. Grant agreement and invoice attached. (See school secretary) <input checked="" type="checkbox"/> These are Cash Box Funds - # of cash boxes planned _____ (check must be payable to an individual) <input type="checkbox"/> These funds are for an APPROVED Unbudgeted Funds Request. (copy attached)
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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 _____