

Check Request Voucher

(Receipt and/or Invoice Must Accompany Request)

Check Payable To: _____ Date: _____

Address: _____

Do you want your check mailed or put in your mailbox file? Mailed Mailbox/File

Total Check Amount Requested: \$ _____ Date Required: _____

Requestor Signature (Required): _____

President Signature: _____

Description: _____

PTA BUDGET LINE ITEMS

Fundraising Expenses

- 701 - Art by Me
- 702 - Book Fair
- 703 - Fun Walk

- 705 - Holiday Shop
- 706 - Direct Donations
- 707 - School Rewards
- 708 - Spirit Store

Classroom Curriculum

- 1320 - Excel Math
- 1330 - Literacy

Communications

- 1410 - Email Communication
- 1420 - Newcomers / Tours / Brochures
- 1450 - Website

PTA Program Expenses

- 910 - DVDs
- 920 - Family Involvement
- 930 - Membership
- 931 - Agendas
- 932 - Magnet/Notepad/Pencil Bundle
- 940 - Newsletter
- 950 - Supply Packs

Building and Grounds

- 1010 - Aquarium
- 1020 - Beautification
- 1030 - Equipment

Class / Specials Support

**** Room Parents use ROOM PARENT FORM**

- 1110 - Art Supplies
- 1120 - Classroom Library
- 1130 - EC / Resource
- 1140 - ESL
- 1160 - Media Center
- 1170 - Music Supplies
- 1180 - Technology
- 1190 - PE Supplies
- 1210 - Speech
- 1220 - Counselors
- 1230 - Talent Development
- 1240 - Teacher Support (for PTA Members!)
- 1250 - Computer Lab

Incentive Programs

- 1510 - Character Education
- 1520 - EOG Snacks
- 1530 - Honor Roll

PTA Expenses

- 1620 - Insurance, Legal & Accounting
- 1630 - PTA Administrative Expense
- 1640 - Volunteers

PTA Program - School Expenses

- 1810 - Assistant Principal
- 1820 - Buddy Celebrations
- 1830 - Run TOO Overcome
- 1840 - Special Olympics
- 1850 - DARE Graduation
- 1860 - Fifth Grade Promotion
- 1870 - Health Room
- 1900 - Reflections
- 1910 - Science Fair

Staff Appreciation

- 2010 - Hospitality
- 2020 - Staff Recognition
- 2030 - Teacher Appreciation
- 2040 - Teacher Morale

Treasurer to Complete:

Check Number:	Check Amount:	Date Paid:	Date Mailed:
---------------	---------------	------------	--------------