

Huntersville Elementary School PTA Check Request Voucher

(Receipt and/or Invoice Must Accompany Request)

Updated 5/2017

Check Payable To: _____ Date: _____

Address: _____

Check Delivery Options Mailbox/File Mailed Send Home with Student

Student Name: _____ Student's Teacher: _____

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

Signature (Required): _____

President Signature: _____

Description: _____

Fundraising Expenses

- 701 - Art by Me
- 702 - Book Fair
- 703 - Fun Walk/Boosterthon
- 706 - Direct Donation (Making It Happen)
- 705 - Holiday Shop
- 707- School Rewards
- 708 - Spirit Store

PTA Program Expenses

- 920 - Family Involvement
- 930 - Membership
- 933 - Magnet/Notepad/Pencil
- 935 - Musical DVDs
- 940 - Newsletter
- 950 - Supply Packs
- 955 - Agendas
- 960 - Amigos de Buddy
- 965 - Be There Dads

Building and Grounds

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

Class / Specials Support

- 1110 - Art
- 1115 - Classroom Library
- 1120 - Computer Lab
- 1130 - EC / Resource
- 1140 - ESL
- 1160 - Media Center
- 1170 - Music Supplies
- 1185 - New Technology Fundraiser
- 1190 - PE
- 1210 - Speech
- 1220 - Counselors
- 1230 - Talent Development
- 1240 - Teacher Support (for PTA Members!)

Classroom Curriculum

- 1320 - Excel Math
- 1330 - Literacy

Communications

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

Incentive Programs

- 1510 - Character Education - Buddy's Best
- 1530 - Honor Roll
- 1540 - EOG Snacks

PTA Expenses

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

PTA Program - School Expenses

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

Staff Appreciation

- 2010 - Monthly Teacher Hospitality
- 2020 - Staff Recognition (non teaching)
- 2030 - Teacher Appreciation Week
- 2040 - Teacher Morale - Principal Use Only

Room Parent

- 1200 - Room Parent Reimbursement

Teacher/Grade _____

Teacher Approval _____

Request MUST be approved by Teacher and President

Treasurer to Complete:

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