

# expense requisition form

## new prospect elementary pta

(for payment)



### general information

requestor's name \_\_\_\_\_

requestor's phone \_\_\_\_\_

date requested \_\_\_\_/\_\_\_\_/\_\_\_\_

**total reimbursement requested** \$ \_\_\_\_\_

### mail/send information

mail my check to me at:

name \_\_\_\_\_

street \_\_\_\_\_

city/state \_\_\_\_\_

zip code \_\_\_\_\_

send my check home with my child:

child's name \_\_\_\_\_

grade \_\_\_\_\_

child's teacher \_\_\_\_\_

### explanation of request

budgeted area \_\_\_\_\_

committee/event \_\_\_\_\_

description of expense \_\_\_\_\_

### signatures for approval

\_\_\_\_\_  
requestor's signature

\_\_\_\_\_  
vice-president's signature

\_\_\_\_\_  
president's signature

### pta use

date paid \_\_\_\_/\_\_\_\_/\_\_\_\_

check # \_\_\_\_\_ receipts \$ \_\_\_\_\_

paid by \_\_\_\_\_

expense entered by \_\_\_\_\_

Please complete this form for any authorized expenses incurred on behalf of or for the New Prospect Elementary School PTA:

- All supporting receipts must be attached.
- If multiple receipts exist, please include a summary page that totals all receipts.
- Please do not submit incomplete forms without proper signatures.
- Questions are to be directed to the respective Vice-President.

# pta budget categories

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Following is the list of existing budgeted areas. Please ask the Vice President over the budgeted area if you are unsure how to charge your expenses.

## **Budgeted Area: Business Alliances**

Membership	Box Tops
Publix Card	Kroger Card
Target Card	Pizza Nights
Ice Cream Nights	Chuck-e-Cheese
Chick-fil-a Nights	Gladiator Night
Hunter Tree Farm	Tyson Labels
Barnes & Nobles	Stars & Strikes
GA Natural Gas	Office Depot
SP Recycling	Misc. Bus. Alliances

## **Budgeted Area: Family Events**

Bingo  
Snowflakes & Hotcakes  
Newcomers Breakfast  
Media Center  
Popcorn

## **Budgeted Area: Fundraisers**

Gift Wrap	Theme Baskets
Gala	Silent Auction
Spring Event	One Time Donation
School Store	Spirit Wear
Raffle	5k Run

## **Budgeted Area: Academic Enrichment**

Reading Program	
Writing Workshop	
School Play	Exceptional Child
Reflections	Meet the Masters

## **Budgeted Area: Communications**

Student Directory	Classroom Asst. Team
Website	Yearbook
Volunteer Tracking	Marquee
Community Outreach	

## **Budgeted Area: Executive Board**

Hospitality  
Leadership Training

## **Budgeted Area: Other**

Mini Grants	Bank Fees
Gee Whiz Goal	School Beautification

## **Budget Area: PTA Operations**

Bond Insurance  
Supplies  
Scholarships – Sally Fitzgerald  
Start-up New Elementary  
Auditor  
Lend A Helping Hand  
Annual Incorporation Fees

## **Budgeted Area: School Departments**

Kindergarten	First Grade
Second Grade	Third Grade
Fourth Grade	Fifth Grade
Art	Counselors
Chorus	
Music	Band
Orchestra	North Metro
Talented & Gifted	P.E.
Technology	ESOL
Special Needs K	EIP
Special Needs P	Speech
IRR	Clinic

## **Budgeted Area: School Resources**

Faculty Incentives	Field Day
CRCT Lock-In	Student Agendas
Cultural Arts	Teachers Coffee

## **Budgeted Area: Student Services**

5<sup>th</sup> Grade Farewell  
Red Ribbon Week  
Panther Pete  
Teacher Appreciation  
Trivia  
Hearing & Vision Screening  
Media Center Support

## **Budgeted Area: Teacher Resources**

Teacher Supplements