



Check Request

Funds Request
All requests for money must be authorized by PTA Board action or by the PTA President

- School or other
- | | |
|---------------------------------|-------------------------------|
| <input type="radio"/> Roosevelt | <input type="radio"/> FHS |
| <input type="radio"/> Coolidge | <input type="radio"/> Council |
| <input type="radio"/> JFK | <input type="radio"/> Other: |
| <input type="radio"/> FMS | |

- Invoice
 Reimbursement
 Advance*

It is expected that receipts will be obtained and submitted with each request for reimbursement. *In the event of an advance of funds, receipts are to be submitted and excess funds returned within 10 days after the activity — for which they were advanced— has taken place. All requests for reimbursement for PTA activities and expenses should be made promptly after each expense has been incurred.

Invoices and receipts must be attached

- | | | |
|---|---|-------------------------------------|
| <input type="radio"/> Programs/Refreshments | <input type="radio"/> Staff Appreciation Luncheon | <input type="radio"/> Event: |
| <input type="radio"/> School Grants | <input type="radio"/> Community Donations | <input type="radio"/> Membership |
| <input type="radio"/> Dept/Teacher/Grade Grants | <input type="radio"/> Gifts/Supplies | <input type="radio"/> Market Day |
| <input type="radio"/> Safety Patrol/Service Squad | <input type="radio"/> PTA | <input type="radio"/> Miscellaneous |
| <input type="radio"/> Fundraiser | <input type="radio"/> Assemblies | <input type="radio"/> Other: |

Amount
\$

Payable to:

PTA Event Tally Sheet

Deposit

Credits
All income should be itemized. It is expected that monies submitted will be counted prior to submission to treasurer.

- School or other
- | | |
|---------------------------------|-------------------------------|
| <input type="radio"/> Roosevelt | <input type="radio"/> FHS |
| <input type="radio"/> Coolidge | <input type="radio"/> Council |
| <input type="radio"/> JFK | <input type="radio"/> Other: |
| <input type="radio"/> FMS | |

Event

- | | |
|---|--|
| <input type="radio"/> Fall Fair or Fundraiser <i>circle</i> | <input type="radio"/> Book Fair |
| <input type="radio"/> Sock Hop | <input type="radio"/> Founders Day |
| <input type="radio"/> Kaleidoscope Craft Night | <input type="radio"/> Scholarship Dinner |
| <input type="radio"/> June Fair | <input type="radio"/> Other <i>specify</i> |

| | |
|-------------------------------------|-----------|
| Grand Total | |
| Transfer totals from tally at right | |
| Total Currency | \$ |
| Total Coin | \$ |
| Total Checks | \$ |
| Grand Total | \$ |

| Currency | Quantity | Amount | Coin | Quantity | Amount | Check Numbers | Amount |
|----------------|----------|--------|---------------|----------|--------|---------------|--------|
| \$100 | | \$ | Silver dollar | | \$ | | \$ |
| \$50 | | \$ | Half dollar | | \$ | | \$ |
| \$20 | | \$ | Quarters | | \$ | | \$ |
| \$10 | | \$ | Dimes | | \$ | | \$ |
| \$5 | | \$ | Nickels | | \$ | | \$ |
| \$2 | | \$ | Pennies | | \$ | | \$ |
| \$1 | | \$ | Other | | \$ | | \$ |
| Total Currency | | \$ | Total Coins | | \$ | Total Checks | \$ |

Signatures
Person submitting must complete

| Name/Title | Signature | Date |
|--------------------------------|-----------|------|
| Name of Person Submitting | | |
| Treasurer | | |
| President (Check Request Only) | | |
| PTA Check Number Issued | | |