

Sarah Smith PTA 2011-2012
Check Request Form

Aug 25, 2011

Name: _____ Phone: _____ Date: _____

Please see "Treasurer Procedures for Committees " on the SRS website under Treasurer Procedures and Forms for a step by step guide.

Chargeable to : PLEASE Check One.

Grade Level Field Trips	Operations and Administration	Self Funding Activities
K Field Trip Money Held	Accounting Software	Yearbook
1st Grade Field Trip Money Held	Auditor Fees	School Store
2nd Grade Field Trip Money Held	Bulletin Board	Toolbox School Supplies
3rd Grade Field Trip Money Held	GA PTA Dues	
4th Grade Field Trip Money Held	GA PTA Leadership Training	
5th Field Trip Money Held	General Operations	Social Activities
Challenge Field Trip Money Held	NAPPS Dues and Luncheon	Bingo Night
	Newsletter Copying	Fun Run-Fall Festival
	PTA Administrative Supplies	Movie Night
	PTA Copier	Skate Night
	Traffic Police - Safety	
	Website	
Fundraising	Welcome Desk	Student Educational Support
Innisbrook		IB Outreach/Community Action
Pumpkin Sales	Public Relations	International Travelers
Read-A-Thon	Celebration of Learning	Junior Beta Club
Spirit Wear	Field Day	Mardi Gras
SSEF	Fifth Grade Graduation Ceremony	Media Center
Playground	Fifth Grade Musical	Multi-Cultural Affairs
	Global Tribute Garden	Playground Equipment for Classroom
Facility Expenses	Grandparents Day	Reflections
Capital Expenditures	Kindergarten Round Up	Red Ribbon Week
Grounds Maintenance	New Parent Communicaitons	Scholarships
Hands on Atlanta	Super Buddies	Wellness
Lawn Care Service	Parent Teacher Social	
Playground Maintenance	PTA Membership Packet	
Recycling	PTA Membership -Car Stickers	
	PTA Membership -School Directory	
	Room Parent	
	Sutton Liaison	
	Teacher/Staff Appreciation	
	Sunshine Fund	

Other: (Please Specify)

Authorization: _____ **Title:** _____

Amount Requested: \$ _____

For: _____

Make Checks Payable To: _____

Address: _____ **Phone:** _____

Important

- * Attach all receipts. Total receipts and verify that the total agrees with check amount requested.
- * Place **AUTHORIZED** Check Request Form in the PTA Treasurer's Box in PTA Room.
- * The Treasurers will pick up all requests on Friday's at noon and will write checks the following week. Please plan accordingly.

Questions? Contact:

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 Julie Hammond (404-271-5212) Julieghammond@yahoo.com