

# Nottingham Country Elementary PTA Check Request Form

(Please complete both sides and attach receipts.)

Payee:	Date:
Phone:	Email:
Requested By:	

Please check one:

- ☐ Send my check home with my child (Staff include your name, the check will be put in your box)

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

- ☐ I will pick up my check from the front office. Please text me at \_\_\_\_\_ when it is ready.

- ☐ Mail my check to the payee, they are a vendor.

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please use this list of expense categories to indicate which budget item the expense is categorized as on the following talbe. If unsure, please describe the reason for the check request in other.

1. 5<sup>th</sup> Grade End of Year Party
2. 5<sup>th</sup> Grade Kickball
3. 5<sup>th</sup> Grade Plaque
4. 5<sup>th</sup> Grade Spiritwear
5. Aerospace Program
6. Auction Expenses
7. Auction Signage
8. Boosterthon Expense
9. Box Tops Mailing
10. Campus Beautification
11. Carnival Admin
12. Carnival Dad's Program
13. Carnival DJ
14. Carnival Food Vendors
15. Carnival Rides
16. Carnival Tshirt
17. Cultural Arts Programs
18. Father/Daughter
19. Field Day
20. Gift Wrap Day
21. Holiday Shop
22. Homeroom Party (Include grade level)
23. Joust Read

24. Lifetime Membership
25. Membership Thank You Event
26. Mother/Son
27. Newcomer Hospitality
28. PTA Volunteer Training
29. Red Ribbon Week
30. Reflections
31. Santa's Breakfast
32. Sister Schools
33. SPICE (Include grade level)
34. Spiritwear
35. STEM Lab
36. Teacher Appreciation
37. Teacher Treats
38. Tears and Cheers
39. VIPS
40. Watch DOGS
41. Website
42. Yearbook

## For Office Staff:

43. Coffee Bar
44. Treasure Tower
45. Student Planners

## For Administrative Staff Only:

46. Math Curriculum
47. Periodicals (Scholastic)
48. Reading Curriculum (Read AZ)
49. S'More
50. Science Consumables
51. Math Lab
52. Teacher Education
53. Literacy Library

## For Specials Teachers Only:

54. Art Supplies
55. PE
56. Music
57. Library
58. Choir
59. Challenge

## For Teachers Only:

60. Teacher Classroom Supplies
61. Boosterthon Teacher Prizes
62. Field Trips (Include grade level)

Other: \_\_\_\_\_

List expenses in the table below.

\*You are responsible for totaling all expenses to generate a check total.

\*NCE PTA cannot reimburse sales tax. Any sales tax on your receipts should be omitted from your totals.

\*You are responsible for obtaining the applicable signatures before submitting for reimbursement.

Expense Category #	Place of Purchase	Amount

Total Payment:

Comments/Notes:

\_\_\_\_\_

Requesting Party's Signature

\_\_\_\_\_

Committee Chairperson Signature

\_\_\_\_\_

Principal Approval (For teachers only)

Approvals:

PTA Treasurer Signature		PTA President Signature	
Date Paid:	Amount Paid:	Check Number:	