

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 table. If unsure, please describe the reason for the check request in other.

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| <ul style="list-style-type: none"> 1. 5th Grade End of Year Party 2. 5th Grade Kickball 3. 5th Grade Plaque 4. 5th 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 | <ul style="list-style-type: none"> 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 | <p>For Administrative Staff Only:</p> <ul style="list-style-type: none"> 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
<p>For Specials Teachers Only:</p> <ul style="list-style-type: none"> 54. Art Supplies 55. PE 56. Music 57. Library 58. Choir 59. Challenge
<p>For Office Staff:</p> <ul style="list-style-type: none"> 43. Coffee Bar 44. Treasure Tower 45. Student Planners
<p>For Teachers Only:</p> <ul style="list-style-type: none"> 60. Teacher Classroom Supplies 61. Boosterthon Teacher Prizes 62. Field Trips (Include grade level) |
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Other: _____

