

REIMBURSEMENT & CHECK REQUEST VOUCHER

SEAFORD ELEMENTARY SCHOOL PTA INC

1. To Whom is the check to be written:		TREASURER TO COMPLETE Check #: _____ Date: _____ Amount: \$ _____ Entered in MoneyMinder: <input type="checkbox"/>
Name:		
Address:		
2. Purpose money was spent for:		
3. Date the check needed by and date form submitted:		
Need by:		
Submitted:		
4. Contact details of person submitting this form:		
Name:		
Phone:		
Email:		
Signature:		
5. If form is submitted by Committee Chairperson, it must be approved by an Executive Officer:		
Approved By:		
6. Please indicate the budget which is to be charged:		

- | | |
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| <ul style="list-style-type: none"> <input type="checkbox"/> 5th Grade Celebration <input type="checkbox"/> Administrative Expense <input type="checkbox"/> Agendas <input type="checkbox"/> Art Enhancements <input type="checkbox"/> Beautification <input type="checkbox"/> Book Kits <input type="checkbox"/> Box Tops <input type="checkbox"/> Bulldog Magnets <input type="checkbox"/> Carnival <input type="checkbox"/> Clay + Glaze Enhancements <input type="checkbox"/> Fall Festival <input type="checkbox"/> Honor Roll <input type="checkbox"/> Hospitality <input type="checkbox"/> Instructional Principal Enhancements <input type="checkbox"/> Insurance <input type="checkbox"/> Library + Media Specialist Enhancements <input type="checkbox"/> Material Prep+Laminating Film <input type="checkbox"/> Membership Campaign <input type="checkbox"/> Mini Grant Enhancement <input type="checkbox"/> Music Enhancements | <ul style="list-style-type: none"> <input type="checkbox"/> Parent+Child Dance <input type="checkbox"/> Penguin Patch Holiday Shoppe <input type="checkbox"/> Performing Arts <input type="checkbox"/> Physical Education Enhancements <input type="checkbox"/> Reading Enhancements Book Coupons <input type="checkbox"/> Literacy Room Enhancements <input type="checkbox"/> Reflections Program <input type="checkbox"/> Seafordgram <input type="checkbox"/> Snack Field Day <input type="checkbox"/> Spirit Wear <input type="checkbox"/> State and National PTA Dues <input type="checkbox"/> Student Directory <input type="checkbox"/> Science Fair <input type="checkbox"/> Talent Show <input type="checkbox"/> Teacher + Educator Instructional Allotments <input type="checkbox"/> Technology + Computer Enhancement <input type="checkbox"/> Walk-A-Thon <input type="checkbox"/> Other: _____ |
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7. Attach receipts to back of form:	
8. Please deliver to the PTA Treasurer via the PTA Treasurer's folder in the Teacher's Resource Room.	
9. Total of Reimbursement:	