



2018-2019 Ella Baker PTSA Check Request & Reimbursement Form

Information or questions? Contact Treasurer (Rashmi Chopra: RashmiC@EllaBakerPTSA.org)

Person Submitting:	Date:
Phone:	Email:

TO RECEIVE FULL REIMBURSEMENT:

- ALL RECEIPTS MUST BE ATTACHED. SUBMIT TO TREASURER'S BOX AT SCHOOL.
- SIGNATURE OF AUTHORIZED APPROVER MUST BE INCLUDED
- REIMBURSEMENT REQUESTS SHOULD BE SUBMITTED WITHIN 30 DAYS
- ELLA BAKER PTSA RESERVES THE RIGHT TO DECLINE TO REIMBURSE EXPENSES THAT ARE NOT SUBMITTED BY **SECOND WEEK OF JUNE** OF THE CURRENT SCHOOL YEAR.

Make Check Payable to: Name: Address:	Return Check Via: please indicate <input type="checkbox"/> PTSA Mailbox <input type="checkbox"/> Send home with Child: Child's name _____ Child's teacher _____ <input type="checkbox"/> Other _____
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Amount:	Budget Category:
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Explanation for Check or Reimbursement:

Signature of Person Submitting :	
Signature of Authorized Approver : <i>(VP or Committee Chair for budget category being used or co-president, as applicable)</i>	
Printed Name and Title of Approver :	

For Treasurer Use Only:

Check Amount: _____ Check Date: _____ Check Number: _____

Budget Category : _____

Treasurer's Signature: _____

BUDGET CATEGORIES

A Admin

- A1 Accounting Software
- A2 Bank Charges & Misc Fees
- A3 Business & Corp Licenses
- A4 Credit Card Fees
- A5 Gambling Licenses
- A6 Interest
- A7 Insurance
- A8 Tax Preparation
- AA1 Mailing Supplies
- AA2 Printing / Photo Copies
- AA3 Recognition / Awards
- AA4 Supplies
- AB1 Bond/Levy
- AB2 Conventions and Workshops
- AB3 Council Scholarship/Basket
- AB4 Founders Day
- AB5 Legislative Assembly

B Fundraising

- B1 Affinity Programs
- B2 Book Fair
- B3 Carnival
- B4 CelebrationBks RestrictedFund
- B5 Corporate Matching
- B6 Corporate Sponsorship
- B7 General Donations
- B8 Fun Run
- B9 Pass the Hat
- B10 PTSA Shower Gifts
- B11 Restricted Gifts by Donor
- B12 Spirit Wear

C Membership

- C1 Directory
- C2 Membership Drive
- C3 Membership Scholarships
- C4 PTSA Memberships & Dues

D Community Engagement

- D1 Back to School Event
- D2 Bingo Night
- D3 Curriculum Night
- D4 Family Reading Night
- D5 Global Night
- D6 STEAM Community Night

E Communication

- E1 Back to school packages
- E2 E-communications
- E3 Outreach
- E4 Website

F Enrichment

- F1 Assemblies
- F2 Academic Enrichment
- F3 Author Visit
- F4 Before/After School
- F5 Field Trips
- F6 Reflections
- F7 STEAM Curriculum/Lessons
- F8 Theater

G Scool Services

- G1 ASB Stipend
- G2 E-prep
- G3 Playground
- G4 Safety Patrol
- G5 Scholarships
- G6 School Beautification
- G7 Staff Appreciation

H Grants

- H1 Teacher/Staff Grant