

# 2020-2021 Ella Baker PTSA

## Check Request & Reimbursement Form

Submit or send questions to Treasurer (Treasurer@EllaBakerPTSA.org)

Person Submitting:	Date:
Phone:	Email:

**TO RECEIVE FULL REIMBURSEMENT:**

- ALL RECEIPTS MUST BE SCANNED AND EMAILED TO TREASURER@ELLABAKERPTSA.ORG
- 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.

<b>Make Check Payable to:</b>	<b>Return Check Via: please indicate</b>
Name:	<input type="checkbox"/> Mail to school
Address:	<input type="checkbox"/> Mail to home address
	<input type="checkbox"/> Other _____

<b>Amount:</b>	<b>Budget Category:</b>
----------------	-------------------------

**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  
A9 New Bank Account Transfer  
AA1 Mailing Supplies  
AA2 Printing / Photo Copies  
AA3 Recognition / Awards  
AA4 Supplies  
AA5 Hospitality  
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 Celebration Books  
B5 Corporate Matching  
B6 Corporate Sponsorship  
B7 General Donations  
B8 Fun Run  
B9 Major Fundraiser  
B10 PTSA Shower Gifts  
B11 Restricted Gifts by Donor  
B12 Spirit Wear  
B13 Photos/ Yearbook  
B14 Art Auction

### C Membership

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

### H Grants

H1 Teacher/Staff Grant  
H2 Little Free Library

### D Community Engagement

D1 Back to School Event  
D2 Bingo Night  
D3 Curriculum Night  
D4 PJ Storytime  
D5 Cultural Night  
D6 STEAM Night  
D7 Math 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  
F8 Theater - school play  
F9 Math Challenge  
F10 Art supplies  
F11 Green Team (advocacy)  
F12 Art Walk Night  
F13 Service Learning  
F14 Take Action Club (advocacy)

### G Scool Services

G1 Stipends  
G2 E-prep  
G3 Playground & Outdoor Activities  
G4 Safety Patrol  
G5 Family Assistance  
G6 School Beautification  
G7 Staff Appreciation  
G8 Staff Reimbursement Fund  
G9 PE Specialist Reimbursement  
G10 Music Specialist Reimburse  
G11 5th Grade Grad  
G12 Play Everyday Coach  
G13 Emergency Snack Fund  
G14 PTSA Partner School