

CHECK REQUEST FORM
2011-2012 KITTREDGE MAGNET SCHOOL PTA

Person Requesting: _____ Date: _____

Teacher/Staff only: Approval from Mrs. Humble: _____

1. Purpose of Check: _____

2. Make Check Payable to: _____

_____ Pay Attached Bill or
 _____ Send Check to School

Student's Name: _____ Teacher: _____ or

_____ Mail Check to: _____
 (preferred)

3. Amount of Check: \$ _____ (Attach ALL RECEIPTS to this form. Multiple receipts MUST have a summary page listing the amount from each receipt and showing the total. PLEASE make sure amounts add up correctly to match the check request form).

4. Please Circle the Account to be charged for this expense:

- | | | |
|--|--|--|
| <i>Art Supplies</i> | <i>Donuts for Dad/Muffins for Moms</i> | <i>Reflections Program</i> |
| <i>Band</i> | <i>Evening of the Arts</i> | <i>Registration Day</i> |
| <i>Bingo Night</i> | <i>Family Events – Dance/Picnic</i> | <i>Sally Foster</i> |
| <i>Book Fair</i> | <i>Field Day</i> | <i>Science Night</i> |
| <i>Boosterthon</i> | <i>Field Trip Scholarships</i> | <i>School Store Expense</i> |
| <i>Buildings & Grounds</i> | <i>Homeroom Expenses</i> | <i>School Pictures</i> |
| <i>Bus Driver Appreciation</i> | <i>Honors Day</i> | <i>Spirit Wear</i> |
| <i>Cafeteria/Janitorial Appreciation</i> | <i>Ice Cream Social</i> | <i>Stationary & Postage</i> |
| <i>Career Day</i> | <i>Instructional Fund/Grants</i> | <i>Strings</i> |
| <i>Chorus & Music</i> | <i>IT/Tech. Enhancements</i> | <i>"Story Works" and TIME</i> |
| <i>Clinic</i> | <i>Media Center</i> | <i>Teacher Appreciation</i> |
| <i>Clubs</i> | <i>Original Works</i> | <i>Teacher Last day</i> |
| <i>Competitions (Olympiad/Academic Bowl)</i> | <i>PE</i> | <i>Teacher of the Year/ Honors Lunch</i> |
| <i>Conference Night Snacks</i> | <i>Pond</i> | <i>TOTY Dinner</i> |
| <i>Counselor's Fund</i> | <i>Printing</i> | <i>Testing Snacks</i> |
| <i>Cultural Arts</i> | <i>Promotion Expenses - 6th Grade</i> | <i>Variety Show</i> |
| <i>Directory</i> | <i>Professional / Admin Day</i> | <i>Year-Book</i> |

Other Expense (please describe) _____

Please fill out form completely, attach supporting receipts or invoices and place in the PTA Box in School Office.

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 For Treasurer's Use Only

Date Received: _____ Amount Paid: \$ _____ Check#: _____

On-line payment approval:

Co-president: _____ Treasurer: _____