

El Carmelo PTA Payment Authorization/Request for Reimbursement

Name : _____ Date: _____

E-mail: _____ Phone: _____

Use Budget Code Numbers on reverse. Receipt(s) must be attached.

Budget Code	Description	Amount
	Total Amount Requested	

Checks will typically be issued two times per month. Please contact the PTA Treasurer if you need the check issued immediately.

Payable to: _____ **Date Needed:** _____

Delivery Options (X):

____ Mail to address: _____

____ Hold at office for pick up by: _____

____ Other: _____

Signature: _____

For Official Use Only		
<input type="checkbox"/> Membership-approved activity <input type="checkbox"/> Exec Board-approved expenditure <input type="checkbox"/> Funds released by membership		
Check Number _____	Check Amount _____	
PTA President _____	Date: _____	
PTA Secretary _____	Date Approved in Minutes: _____	

Please use the appropriate code for the budget category on the reverse.

Code	Category
Administration	
1	Assessment
2	Bank Charges & Fees
3	Printing
4	PTA Supplies
5	PTAC Fees & Training
6	Rollover budget items previous year
7	Tax Preparation
8	Teacher Grants
9	Technology
Enrichment Programs	
10	Math Enrichment Activities
11	Noon Time Activity Coaches
12	Recess Equipment
13	Project Cornerstone
14	Noon Enrichment Activities
14	Library Fund
Fundraisers	
15	Dragon Challenge Direct Appeal
16	Spring Family Fun Day
17	See's Candy
18	Amazon
19	eScrip
20	Spirit Shop
Grade Level Activities	
50	Back to School Night
51	Back to School Night (Kinder)
52	Buses
53	Field Trips -- Kinder
54	Field Trips -- 1st Grade
55	Field Trips -- 2nd Grade
56	Field Trips -- 3rd Grade
57	Field Trips -- 4th Grade
58	Field Trips -- 5th Grade
59	Grade 5 Ship Trip
60	Grade 5 Memory Book
61	Grade 5 Promotion Party (Field Trip)
62	Grade 5 Refreshments
63	Grade 5 Promotion Party Insurance

School Activities & Events	
21	Bingo Night
22	Book Exchange
23	Book Fair
24	Children's Theater Program
25	Class List Posting Celebration
26	Coffees
27	Green Team/Earth Day
28	Ice Cream Social (New Families)
29	Ice Skating Night
30	Lego Night
31	Lunar New Year Celebration Expense
32	Misc Community Events
33	Movie Licenses
34	Movie Night
35	Pancake Breakfast
36	Parent Education
37	Project Look
38	Pumpkin Project Display
39	Reading Garden
40	School Picnic
41	School Supplies
42	Sponsor a Book
43	Stories Under the Stars
44	Teacher Appreciation
45	Teacher Welcome Lunch
46	Teacher New Year Lunch
47	Ten Mile Club
48	Visiting Authors
49	Welcome Dinner
50	Other: Please provide detail