

E RIVERS PTA

Check Request Form - Thanks for all you do for E Rivers PTA!

Please allow 7-21 calendar days for processing.

REQUESTER FILLS IN THIS SECTION:

Date of Request: \_\_\_\_\_

\$ Amount: \_\_\_\_\_

Requested by: \_\_\_\_\_

Payable to: \_\_\_\_\_

I wish to receive check payment as follows:  Mail to: \_\_\_\_\_

E Rivers Welcome Desk

Community Spirit:

**5K Rivers Shivers:**

- \_\_\_\_\_ Certification
- \_\_\_\_\_ Security
- \_\_\_\_\_ Management Fee
- \_\_\_\_\_ Entertainment
- \_\_\_\_\_ T-shirts

**Back to School:**

- \_\_\_\_\_ Celebration of Learning/Open House
- \_\_\_\_\_ Kleenex & Coffee/Popsicles on Playground

**Concession Stand:**

- \_\_\_\_\_ Supplies (for sale)
- \_\_\_\_\_ Equipment

**Community Events:**

- \_\_\_\_\_ Fall Picnic
- \_\_\_\_\_ Spring Picnic

**Recognition/Appreciation:**

- \_\_\_\_\_ Students
- \_\_\_\_\_ Teacher meals
- \_\_\_\_\_ Volunteers

**Tree Sale:**

- \_\_\_\_\_ Trees/Wreaths/Plants/Items to sell
- \_\_\_\_\_ Bake Sale
- \_\_\_\_\_ Equipment/Materials/Supplies
- \_\_\_\_\_ Security

**5th Grade:**

- \_\_\_\_\_ Rock Eagle
- \_\_\_\_\_ Bingo Night
- \_\_\_\_\_ Car Wash
- \_\_\_\_\_ T-shirts
- \_\_\_\_\_ Concessions/Pizza

**Community Engagement:**

- \_\_\_\_\_ Spiritwear
- \_\_\_\_\_ Coffee with Principal
- \_\_\_\_\_ Yearbook
- \_\_\_\_\_ Kindergarten Kaleidoscope

Cultural Arts/Enrichment:

**Cultural Events:**

- \_\_\_\_\_ Art Night
- \_\_\_\_\_ Black History month
- \_\_\_\_\_ Hispanic Heritage
- \_\_\_\_\_ Other Cultural Event

**Enrichment:**

- \_\_\_\_\_ Media Center
- \_\_\_\_\_ Helen Ruffin Reading Bowl
- \_\_\_\_\_ Accelerated Reading (AR)
- \_\_\_\_\_ Field Trips/Traveling Trunk
- \_\_\_\_\_ STEAM Day
- \_\_\_\_\_ Career Day
- \_\_\_\_\_ Veteran's Day
- \_\_\_\_\_ Book Fair
- \_\_\_\_\_ Talent/Academic Showcase

Operating:

**Communications:**

- \_\_\_\_\_ Lion's Roar Newsletter/Website
- \_\_\_\_\_ Welcome Desk
- \_\_\_\_\_ Welcome Desk Supplies

**Operating:**

- \_\_\_\_\_ Bank Charges
- \_\_\_\_\_ Banners/Signage/Tents/Mascot Costume
- \_\_\_\_\_ Administrative Supplies/Expenses
- \_\_\_\_\_ Officers Insurance
- \_\_\_\_\_ Taxes and Audit
- \_\_\_\_\_ Janitorial Post Event Services

**Membership:**

- \_\_\_\_\_ Membership Magnets
- \_\_\_\_\_ Dues - PTA
- \_\_\_\_\_ Dues - NAPPS

**Building and Grounds:**

- \_\_\_\_\_ Field House

Other - Please Explain: \_\_\_\_\_

Brief Description of Expenditure: \_\_\_\_\_

Signature of Requester: \_\_\_\_\_

NOTE: Please attach all receipts to this form. Approval must be obtained on all purchases. Failure to obtain approval may result in purchaser having to incur expenses. If you have receipts that need to be coded to different budget items, please list separately.

FOR TREASURER'S USE ONLY:

ver 2022-23 1.0

President's Signature \_\_\_\_\_

Treasurer Signature: \_\_\_\_\_