

LISBON ELEMENTARY PTA CHECK REQUEST/REIMBURSEMENT FORM

SY _____

To: Heather Godwin
 From: _____

Re: _____
 Date: _____

This is to request that you prepare a check made payable to: _____
 in the amount of: \$ _____

Authorized: _____ Date: _____
If required by PTA

*Please attach receipts or invoices for this request and allocate your expenses to the budget category.
 Taxes will not be reimbursed*

Budget Category/Subcategory	Amount	Budget Category/Subcategory	Amount
5th Grade Celebration		International Night	
For		For	
Community Night		Instructional Reimbursements	
For		Full-time Teachers (\$100 ea)	
Corresponding Sec. - Exp		Part-time Teachers (\$50 ea)	
For		Paraeducators (\$50 ea)	
Cultural Arts		Authorization not required for Inst. Reimbursements	
For		Lisbon Ball/Lions Ball	
Fall Festival		For	
For		Media	
Family Fun		For	
Snowball Social		Memory Book	
Movie Night		For	
Winter Bash		Reflections	
Snow Tubing		For	
Stem Night		Safety	
Talent Show		For	
For		Field Day	
Field Day		For	
For		Simulated Congressional Hearings	
Fundraisers		For	
Basket Bingo		Scholarship	
Fun Run		For (Event)	
Spring Flowers			
Other			
For		Walking Wednesday	
		For	
Hospitality & Teacher Appreciation		Other	
Food		For	
P. Discretionary			
Gift			
For			
Paid by Check #		Date	Total