

**STAFF REQUEST FOR PAYMENT OR REIMBURSEMENT THROUGH PTA**



Today's Date: \_\_\_\_\_ Total Amount Requested\*: \_\_\_\_\_

Person Submitting Request: \_\_\_\_\_

Phone Number: \_\_\_\_\_ e-mail Address: \_\_\_\_\_

**ENRICHMENT CATEGORY**

- |                              |                        |                          |
|------------------------------|------------------------|--------------------------|
| _____ Art                    | _____ Computer Lab     | _____ Reading Enrichment |
| _____ Assemblies             | Drama                  | RSP                      |
| _____ Character Curriculum   | Extra Duty / Extra Pay | Science Materials        |
| _____ Classroom / Teacher    | Field Trip Grants      | Staff Development        |
| _____ Classroom / Equipment  | Library                | Supplies (Office)        |
| _____ Classroom / Playground | Library (Acc. Reader)  | Technology               |
| _____ Supplies               | Music                  |                          |

**RESTRICTED FUNDS:**

- \_\_\_\_\_ Library
- \_\_\_\_\_ Library (Acc. Reader)

**PROGRAM FUNDS:**

- Chorus

**OTHER:**

\_\_\_\_\_

Who should the check be made out to?

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Check Delivery Instruction: \_\_\_\_\_ Mail \_\_\_\_\_ Other: \_\_\_\_\_

**EXPENSES WILL BE REIMBURSED WITHIN TWO (2) WEEKS. PLEASE ATTACH INVOICES OR RECEIPTS.**

Please note ... all expenses must be accompanied by original invoices or receipts and approved by Principal Hetzel. Please contact the PTA Treasurer at [treasurer@pcypta.org](mailto:treasurer@pcypta.org) if you have any questions. PTA has final approval on all reimbursements.

Current Teacher Budget: \$ \_\_\_\_\_

**APPROVED BY:**

PCY Principal – Ms. Carrie Hetzel (required): \_\_\_\_\_

PCY PTA Treasurer - Jeannie Chang (required): \_\_\_\_\_

PCY PTA Recording Sec. – Mikki Weightman (required): \_\_\_\_\_

PCY PTA President – Valerie Talbert (required): \_\_\_\_\_

\* If expense exceeds \$500, please provide a brief summary of purpose of expense below.