

August 2010

**CHECK REQUEST
HAWTHORNE ELEMENTARY SCHOOL PTA**

Note: If item has already been purchased and you are requesting reimbursement, please attach receipt(s) to this form.

VP must approve purchase orders for which the PTA will be involved. Failure to obtain approval prior to expenditure may result in purchaser having to incur the expenses. Signature of a PTA Co-President is required before the treasurer will issue checks.

It is the responsibility of the VP to insure expenditures are within agreed upon budget. Request to exceed budget must be submitted to PTA Co-Presidents and budget amendment approved in advance of expenditure.

REQUESTER FILLS IN THIS SECTION

Date of Request: _____

Person Requesting: _____

Make Check Payable to: _____

Deliver To: _____

Amount of Check: _____

Purpose: (see back for budget categories)

VP Reviewer: _____ **Date:** _____

PTA Co-President: _____ **Date:** _____

FOR TREASURER'S USE ONLY

Date issued: _____ **Check Number:** _____

Budget item charged to: _____

Comments: _____

Treasurer's Signature: _____

Categories

Categories	
Fundraising & Activities	Professional Support & Grounds
Book fair	Landscaping
Boosterthon	Eagle Scout Project
Yearbook	Counselor's Fund
Spiritwear	Fifth Grade (class gift)
Rebates	Special Projects (Singh only)
Stevie B's	Teacher Appreciation Week
Box Tops	Teacher of the Year
Kroger & Publix	Teacher Grants (small)
Brusters	Teacher Recognition
School Pictures	Teacher Recognition
Social Occasions	
Movie Night	PTA Administration
Bingo Night	Annual Audit Taxes
Fall Activity	Annual Dues
PTA Income	Bank Fees
Ads in Newsletter & Directory	Corporation Fee
Patron Donations	County PTA
PTA Membership	Council Dinners
Curriculum Based Support	G Cook Scholarship
Academic Competitions	Jim Cherry Emergency Clothing Fund
Academic Honors & Enrichment	Total County PTA
Accelerated Reader Program	Public Relations
Read to Feed (Heifer Project)	Hornet Helpers (Grandfriends, PIE,etc)
Art Program (Teacher)	Parent Involvement
Chess Club Scholarship Grant	Positively Hawthorne
Classroom Libraries	Insurance
Computer Lab & Technology	Membership Dues
Curriculum Enrichment	Membership Expense
Cultural Arts	Newsletter
Clinic Supplies	Office Supplies
Field Day	Printing (Directory & Handbook)
Media Center (supplies, etc)	PTA Training & 09 Convention Support
Media Center (library books)	Folder Exchange
Music Education (supplies)	International Night
Nutrition Committee	PTA Discretionary Funds
Renovations (small)	PTA Programs □ Other
Reflections	
Physical Education	