

**Arlington Traditional School PTA
Check Request Form**

Check Payee: _____

Address or _____

Backpack Mail _____

Directions: _____

PTA Event/Budget Category <small>(See Back for options)</small>	Comments	Amount
Total Check Amount:		

Please attach all receipts

Check Requestor - (If different than payee above)

Check Requestor Signature Date

Signature of Approving Committee Chairperson

For Treasurer's Use:

Budget:	
Within Budget	Y or N
If over, approved by:	

50-000 · Fund Raising Expenses

- 50-100 · Spring Fair Expense
- 50-200 · Brick Expense
- 50-300 · Sally Foster Expense
- 50-400 · Spirit Items Expense
- 50-500 · Book Fair Expense
- 50-600 · Enrichment Classes (pass thru)
- 50-700 · Silent Auction

60-000 · PTA Sponsored Academic Support

- Art Department
- Awards
- Computer Instruction/Equipment
- ESOL Homework Tutoring
- Fall & Spring Teacher Conference Lunches
- Field Trips
- Graduation
- Junior Great Books
- Library
- Math Night
- Multicultural Assemblies
- Music
- Outdoor Lab
- Reading Carnival/Challenge
- Reflections
- Science Night
- Spring Concert (4th/5th grade)
- Teacher Appreciation
- Teacher Classroom Support
- Teacher Workshops
- Winter Concert

65-000 · PTA Sponsored Programs/Events

- 65-200 · International Night Expense
- 65-300 · Ice Cream Social Expense
- 65-400 · Bowling Expense
- 65-500 · BTS Events
 - 65-505 · Welcome breakfast for staff
 - 65-510 · Welcome Coffee/Open House
 - 65-515 · New Student Summer Get-Together
 - 65-515 · Back to School Night
 - 65-500 · BTS Events - Other
- 65-600 · Family Network Night
- 65-700 · End of Year Family Event
- 65-800 · Volunteer Recognition

75-000 · Communications/Publications

- 75-100 · Printed Page
- 75-200 · Year Book
- 75-300 · Directory/Calendar Production
- 75-500 · Web Site

80-000 · Misc Expense

- 80-100 · Office Supplies/Copier
- 80-200 · Insurance
- 80-300 · PTA Dues
- 80-400 · Building and grounds
- 80-500 · Bank Charges

90-000 · Discretionary Expenditures

- 90-100 · Presidents Fund
- 90-200 · Principal's Fund
- 90-300 · Board Approved - Non-Operating
 - 90-305 · Capital Expenditures
 - 90-310 · Grants Program
 - 90-315 · Teacher Reimbursements
- 90-400 · Donations