

Check Number
Initials
Date Paid
Co-Pres. Initials

Payment Request Form

Santa Rita School PTA

Please staple receipts to the back of this form (copies are OK) and leave completed form in the Treasurer's box in the office (in cabinet behind front desk). Forms will be picked up on Fridays. Checks will be available for pick up in the Treasurer's box within 2-3 business days.

Requested by:	Date:
Email address:	
Payable to:	Amount: \$
Description of Expense:	

Payee's Mailing Address - for sending directly to vendor, enter address

Street		
City	State	Zip

Check one budget category below:

Budget Categories	<p>Fundraising</p> <input type="checkbox"/> Bobcat Chase <input type="checkbox"/> Book Fair <input type="checkbox"/> Direct Fundraising <input type="checkbox"/> Family Night Event <input type="checkbox"/> Hot Lunch <input type="checkbox"/> Spellathon <input type="checkbox"/> Spirit Wear <input type="checkbox"/> Witches Delight <p>Academic Support</p> <input type="checkbox"/> 6th Grade Events <input type="checkbox"/> Assemblies <input type="checkbox"/> Classroom Supplies <input type="checkbox"/> Copies <input type="checkbox"/> Instructional Support <input type="checkbox"/> Student Assistance <input type="checkbox"/> Text Books <input type="checkbox"/> Art Docents <input type="checkbox"/> Music Program <input type="checkbox"/> Environmental Vounteers <input type="checkbox"/> Science Fair <input type="checkbox"/> Science Supplies <p>Appreciation & Hospitality</p> <input type="checkbox"/> Hospitality <input type="checkbox"/> International Day <input type="checkbox"/> Kindergarten Social <input type="checkbox"/> Staff Appreciation	<p>Character, Safety, School Community</p> <input type="checkbox"/> Character Counts <input type="checkbox"/> Emergency Preparedness <input type="checkbox"/> Pet Parade <input type="checkbox"/> Traffic <p>Library</p> <input type="checkbox"/> Books <input type="checkbox"/> Supplies <p>Physical Fitness</p> <input type="checkbox"/> Junior Olympics <input type="checkbox"/> Striders <input type="checkbox"/> Tracksters <input type="checkbox"/> Playground Enrichment <p>PTA Expenses</p> <input type="checkbox"/> Legislation <input type="checkbox"/> LASD Supplement <input type="checkbox"/> Directories <p>Santa Rita Improvements</p> <input type="checkbox"/> Landscaping <input type="checkbox"/> Multipurpose Room <p>Staff</p> <input type="checkbox"/> Principal's Fund <input type="checkbox"/> Teacher Teambuilding <p>Technology</p> <input type="checkbox"/> Hardware & Accessories <input type="checkbox"/> Maintenance <input type="checkbox"/> Printer Cartridges <p>Other: _____</p>
--------------------------	---	---