

Regnart Elementary PTA

1170 Yorkshire Drive
Cupertino, CA 95014



CHECK REQUEST

<u>Date:</u>	<u>Requestor's Name and Phone #:</u>	<u>Check Payable To:</u>
<u>Amount Requested:</u>	<u>Address for Sending Check to Vendor:</u>	<u>Committee Chairperson Approval:</u>
<u>PTA President Approval</u>	<u>Reason for Request:</u>	<u>PTA Secretary Approval</u>

Please Attach Receipts and Photocopy of Invoice if Invoice is to be Mailed

Please allow 4-6 weeks for the processing of check requests. Please attach backup (copies are OK) with request. Payments of unbudgeted items will be made only after they are approved by the Board. If budget item is OTHER, please explain in detail above (use a separate piece of paper if more space is needed). The PTA Board reserves the right to refuse payment of expense requests that are not pre-approved, not within the budget guidelines, or are unreasonable in nature.

PLEASE CHECK APPROPRIATE BUDGET ITEM

- | | |
|---|---|
| <input type="checkbox"/> Art Docent Program | <input type="checkbox"/> Lunchtime Running |
| <input type="checkbox"/> Assemblies | <input type="checkbox"/> Multimedia/Library** |
| <input type="checkbox"/> Chorus | <input type="checkbox"/> President's Expenses |
| <input type="checkbox"/> Copy and Laminating Fees** | <input type="checkbox"/> Project Cornerstone |
| <input type="checkbox"/> Disaster Preparedness | <input type="checkbox"/> Reading Program |
| <input type="checkbox"/> Discovery Day | <input type="checkbox"/> Reflections |
| <input type="checkbox"/> Fall Festival | <input type="checkbox"/> Schoolwide Tech & Website |
| <input type="checkbox"/> Family Fun | <input type="checkbox"/> Student Directory |
| <input type="checkbox"/> Health & Welfare/Red Ribbon | <input type="checkbox"/> T-Shirt Sales |
| <input type="checkbox"/> Hospitality/Teacher Appreciation | <input type="checkbox"/> Teacher Reimbursement** |
| <input type="checkbox"/> HSA Awards | <input type="checkbox"/> Technology** |
| <input type="checkbox"/> Ice Cream Social | <input type="checkbox"/> Tech Lab** |
| <input type="checkbox"/> Instructional Aides** | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Other (please explain in "Reason for Request" box above) |
| <input type="checkbox"/> International Fair | |

** : Please obtain Principal Approval in Committee Chairperson Approval Box.

<u>Signature of Requestor:</u>	<u>Please check one of the following:</u> Pick up in Office (see Connie or front desk): _____ Put check in appropriate box in office: _____ Mail check with invoice to vendor: _____
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For PTA Treasurer Use (Susan Chan - RegnartPTA.Treasurer@gmail.com)			
Check #:	Check Issuance Date:	Check Amount: \$	Date Entered: