

# Huntersville Elementary School PTA Check Request Form

Updated 9/2021

*(Receipt/ Invoice Must Be Attached - Checks will return to Payable party within 3-5 business days)*

Check Payable To: \_\_\_\_\_ Date: \_\_\_\_\_

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

Check Delivery Options     Mailbox/File     Mailed     Send Home with Student

Student Name: \_\_\_\_\_ Student's Teacher: \_\_\_\_\_

Total Check Amount Requested: \$ \_\_\_\_\_ Date Required: \_\_\_\_\_

Requestor Signature (Required): \_\_\_\_\_

President Signature: \_\_\_\_\_

Description: \_\_\_\_\_

**Fundraising Expenses**

- 701 - Art by Me
- 702 - Book Fair
- 703 - Fun Walk/Boosterthon
- 705 - Holiday Shop
- 706 - Direct Donation Campaign
- 707 - School Rewards
- 708 - Spirit Wear

**PTA Program Expenses**

- 920 - Multi-Cultural Fair
- 920 - Buddlies Dinner (Multi-Cultural Night)
- 920 - Fall Festival
- 920 - Spring Festival
- 920 - Father/Daughter & Mother/Son
- 920 - Family Fun Night
- 930 - Membership
- 933 - Magnet/Notepad/Pencil
- 950 - Supply Packs
- 955 - Agendas
- 965 - Be There Dads
- 970 - Yearbook

**Building and Grounds**

- 1010 - Aquarium
- 1020 - Beautification
- 1030 - Equipment
- 1040 - Outdoor Signs

**Class / Specials Support**

- 1110 - Art
- 1120 - Computer Lab
- 1130 - EC / Resource
- 1140 - ESL
- 1160 - Media Center
- 1170 - Music Supplies
- 1190 - PE
- 1210 - Speech
- 1220 - Student Services / Counselors
- 1230 - Talent Development
- 1240 - Teacher Support (for PTA Members!)
- 1250 - Classroom Supplies & Resources

**Classroom Curriculum**

- 1320 - Excel Math
- 1330 - Literacy

**Communications**

- 1410 - Email Communication
- 1450 - Website

**Incentive Programs**

- 1510 - Character Education - Buddy's Best & Honor Roll
- 1540 - EOG Snacks

**PTA Expenses**

- 1620 - Insurance, Legal & Accounting
- 1630 - PTA Administrative Expense
- 1640 - Volunteers

**PTA Program - School Expenses**

- 1810 - Assistant Principal
- 1820 - Field Day
- 1860 - Fifth Grade Promotion
- 1870 - Health Room
- 1900 - Reflections
- 1920 - Special Olympics

**Staff Appreciation**

- 2010 - Monthly Teacher Hospitality
- 2020 - Supplies & Gifts
- 2030 - Teacher Appreciation Week
- 2040 - Teacher Morale - Principal Use Only

**Room Parent**

- 1200 - Room Parent Reimbursement

Teacher/Grade \_\_\_\_\_

Teacher Approval \_\_\_\_\_

Request MUST be approved by Teacher and President

**Treasurer to Complete:**

Check Number:	Check Amount:	Date Paid:	Date Mailed:
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