

# Highland View Elementary School PTA Reimbursement /Check Request Form

Date Paid _____
<input type="checkbox"/> Check # _____
<input type="checkbox"/> EFT
<input type="checkbox"/> Cash

**Check Request Process:**

1. Ensure Program/Activity for expense is listed below
2. Obtain necessary approvals for expense
3. Fill out HVES PTA Check Request Form
4. Attach Receipts
5. Place completed form in the PTA Drawer in the HVES Mail Room.

**Check Processing:**

- Checks are processed & mailed from the bank unless otherwise requested
- Questions: Contact PTA Treasurer - Valerie Hennessey  
Email: vshennessey@gmail.com Phone: 301 587 1830

Request Date: \_\_\_\_\_

Requested By: \_\_\_\_\_

Requestor's Phone #: \_\_\_\_\_

Make check payable to: \_\_\_\_\_ Payees' Phone # \_\_\_\_\_

Mail check to this address: \_\_\_\_\_  
\_\_\_\_\_

Requestor's Signature \_\_\_\_\_ Approved by: \_\_\_\_\_

EXPENSE DESCRIPTION	PROGRAM/ACTIVITY	Receipts Attached?	AMOUNT
TOTAL CHECK AMOUNT			

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_

Budgeted Activities/Programs		
<p><b>Activities &amp; Programs</b></p> <ul style="list-style-type: none"> <li>Ice Cream Social</li> <li>School Environment - Clean Up</li> <li>Plant Sale</li> <li>Bing Night</li> <li>Movie Night</li> <li>Carnival</li> <li>Health &amp; Wellness</li> <li>Flu Clinic</li> <li>Health Fair</li> <li>Spirit Clothing</li> <li>International Night</li> <li>Reading/Math Night</li> </ul>	<p><b>Teacher Support Programs</b></p> <ul style="list-style-type: none"> <li>Staff Appreciation Week</li> <li>Staff Appreciation Cards and Gifts</li> <li>Sunshine Crew Activities</li> <li>PTA Granting Wishes</li> </ul> <p><b>Student Support Programs</b></p> <ul style="list-style-type: none"> <li>Art to Remember</li> <li>After School Programs</li> <li>Safety Patrol Support</li> <li>School Supplies</li> <li>5th Grade Promotion</li> <li>Cultural Arts Assemblies</li> <li>Field Trip Support</li> <li>Year End Activities</li> </ul>	<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>PTA Directory</li> <li>Volunteer Initiatives</li> <li>Meet and Greet - Teachers/Parents</li> <li>Meeting Costs - Babysitting/Supplies</li> </ul> <p><b>G &amp; A</b></p> <ul style="list-style-type: none"> <li>PTA Operating Supplies</li> <li>PTA Membership</li> <li>Training - Conference- Meetings</li> <li>Misc G &amp; A Expenses</li> </ul>