

## LINDLEY ELEMENTARY REQUEST FOR PAYMENT

*Please staple receipts to this form, and place in the PTA lockbox.*

**Pay to the order of** \_\_\_\_\_

**Amount \$** \_\_\_\_\_

**Submission Date** \_\_\_\_\_

**Contact Phone** \_\_\_\_\_

*Amounts over \$100 must be pre-approved by the executive board.*

**How do you want to receive your reimbursement? Please check one:**

\_\_\_\_\_ Mail the check to me. I have included a self-addressed stamped envelope

\_\_\_\_\_ Place Check in "treasurer's" section in accordion file in office, and I will pick it up.

(Please allow 10 tens from date of submission)

\_\_\_\_\_ I am a staff member. Please place in my box.

**Please circle account to be charged:**

- |                 |                                  |                          |
|-----------------|----------------------------------|--------------------------|
| Garden          | Courtesy fund                    | Parent involvement       |
| Chick-fil-a     | Cultural Arts                    | PBS/ Core Essentials     |
| Skate night     | Field Day                        | Pond maint               |
| Membership      | Fifth Grade Celebration          | President's fund         |
| Shirts/magnets  | Go Far                           | Principal's fund         |
| Original works  | Handbook                         | Science Fair             |
| Attractions     | Hospitality (Staff Appreciation) | Spice Grant (optional) * |
| Carnival        | Insurance                        | Staff t-shirts           |
| Innisbrook      | Laminating Film                  | Student Enrichment       |
| Book Fair       | Literacy week                    | Student field trips      |
| Fun Run         | Literary magazine                | Study Island             |
| AR celebrations | Mad Science                      | Teacher money            |
| Battle of Books | Media center                     | Visiting author          |
| Beautification  | Newsletter                       |                          |
| Copies          |                                  |                          |

Other-- \_\_\_\_\_

**For Treasurers Use Only-**

Expense Approved By \_\_\_\_\_

Date \_\_\_\_\_

Check Number \_\_\_\_\_