

John Gomes Elementary School PTA -- Warrant Request Form

PAYEE NAME: _____ **DATE:** _____

*** PAYEE ADDRESS:** _____ **AMOUNT:** _____

(*required) _____ (Please include all receipts)

COMMITTEES

- Authors Day Luncheon
- Back to School Coffee
- Community Committee
- Health and Safety
- Historian
- Membership
- Newcomers
- Parent Education
- PTA Directory
- Publicity
- Recognition
- Spirit Wear
- Student Service Award
- Summer Reader
- Teacher Appreciation
- Teacher Back-To-School Breakfast
- Town Hall Meetings
- Walk-A-Thon
- Yearbook

PROGRAMS

- CAP
- Classroom Parties
- ECO Club
- Education Assembly
- Enrichment Program
- FAME
- Family Nights
- Founders Day
- Multicultural Event
- Music for Minors
- Odyssey of the Mind
- Red Ribbon Week
- Reflections
- Service Learning
- Unicef
- Take Your Family To School
- Walk-To-School
- Young Author's Day/Science Fair

ADMINISTRATIVE

- Accountant/Treasury Operations
- Convention
- Council PTA
- Council PTA - Membership
- Fundraising
- Insurance
- Rent - Copier
- Meeting expenses
- Website/Software

GENERAL MISC.

PROJECTS

- Beautification
- First Aid
- Unfinished Proj. from Prior Year
- Science Camp Dep. Prior Year
- 2010-11 PTA Special Projects
- 2011-12 PTA Special Projects

SPECIAL PROJECTS

- Science Camp

Describe your expense _____

NOTE:

- PTA Meeting is second Tuesday of every month.
- Warrant requests received by 6 p.m. on first Tuesday of the month will have checks issued and ready for pick up on Wednesday Morning after the PTA meeting.
- Warrant requests received after the first Tuesday cutoff will be approved and paid the following month.
- Checks not picked up by the end of the month will be mailed to the PAYEE Address
- Please cash checks within three months of issue to avoid cancellation.

REQUESTOR NAME:

* (if different from payee) _____

* REQUESTOR EMAIL: _____

* REQUESTOR PHONE: _____

* SIGNATURE: _____

(* Required)

PTA Approvals

Warrant No. _____ Date _____

 President Treasurer Secretary