

Eisenhower International School PTA

3111 E. 56th Street
Tulsa, OK 74105

CHECK REQUEST / REIMBURSEMENT FORM

Today's Date:	Date Needed:
Total Amount Requested:	
Purpose / Items:	
Payable to:	
Address:	
City,ST,Zip:	
Special Instructions:	

Signature of Requestor

Received By

NOTE: All check requests and reimbursements require documentation. Please attach to this request. For purchases already made, receipts are required. For payments on invoice, invoice copies are required. For deposits made on contracts or other special arrangements, please include documentation of approval of the expense by program chairperson and PTA president.

Circle Account Code:

- | | | |
|---|------------------------------------|----------------------------------|
| 10030 – Science Enrichment | 20040 – French 1 – Gates | 20195 – Asst. Principal |
| 10040 – Phys Ed- Skating Program | 20045 – French 1 – Harper | 20200 - Gifted/Talented |
| 10050 – Media Enrichment | 20050 – Spanish 1 – Natera | 20210 - Resource Teacher |
| 10060 – Assembly Fees & Spec Events | 20055 – Spanish 1 – Smith | 20220 - Counselor |
| 10070 – Activity Fund | 20060 – French 2 – Lane | 20225 - Speech Path |
| 10080 – PTA Childcare | 20065 – French 2 – Musangayi | 20230 - Professional Dev |
| 10090 – Field Trips | 20070 – Spanish 2 – Allen | 20240 - Teacher Appreciation Wk |
| 10110 – Counselors Fund | 20075 – Spanish 2 – Arbizu | 30020 - School & Grounds |
| 10120 – BizTown 4 th and 5 th | 20080 – French 3 – Mason | 30050 - Computer Lab |
| 10030 – 5 th Grade Promotion Activities | 20090 – Spanish 3 – Garcia-Morales | 40010 - PTA Admin Expenses |
| 10140 – Junior Great Books | 20100 – French 4 – Rosen | 40070 - Insurance |
| 10150 – Reflections | 20110 – Spanish 4 – Carreno | 50020 - Exchange Program |
| 10170 – Summer Library Program | 20120 – French 5 – Legg | 50040 - Int'l Committee |
| 10180 – Hospitality | 20130 – Spanish 5 – DeAndrade | 50045 - Kid's World |
| 10190 – Spring Fling | 20140 – Technology | 50060 - Mardi Gras/Hispanic Fest |
| 20010 – Pre-K – K Kern | 20150 – Library | 40050 - Fiestavale |
| 20015 – Pre-K – S Kern | 20160 – Music | 40350 - Directory |
| 20020 – French K – Hall | 20165 – IT | 41650 - Trivia Night |
| 20025 – French K – Weller | 20170 – Physical Education | 40450 - Spirit Wear |
| 20030 – Spanish K – Diaz | 20180 – Visual Arts | 60003 - Exchange Program - FR |
| 20035 – Spanish K – Ruiz | 20190 – Principal | 60004 - Exchange Program - SP |