LUNADA BAY PTA PAYMENT AUTHORIZATION/REIMBURSEMENT FORM Check requested by: Make check payable to: Address or PTA file where check should be delivered: Telephone: 1st VP: Organization 6th VP: Ways & Means Honorary Service Awards Amazon, Farm Fresh, and other passive Membership Dues **Business Percentage Donations** Costume Closet 2nd VP: Hospitality Back to School Teacher Luncheon Dolphin Dollars Dr. Suess Day Escrip Family Portraits Fall Family Fun Night **Hosted Coffees** Fun Run **HSA & Installation Luncheon** Misc. Sales Parent Social/Additional Fundraiser 7th VP: Legislation and PEF Representative Spring Family Fun Night Variety Show Capitol Convoy (April) Capitol Comes to Campus 3rd VP: Education Sacramento Safari (March) Art at Your Fingertips Other Classroom Startup Pres & EVP: Student Administrative & Educational Support **Educational Software** Agenda Books Field Trips and Nature Walk **Character Education** Fine Arts Workshops Library - Birthday Club Garden Ranger Library Other Hands on Science International Day School Movie License Substitutes for PTA Meetings Teacher Education Science Field Day Writer's Workshop PTA Admin & Council 4th VP: Community Service Bank Charges Campus Improvement Disaster Preparedness and Safety Corresponding/Recording Secretary Council Elementary School Payment Dues to Council 5th VP: Communication Founders Day Historian Memberplanet Fee Insurance Interest Income Gifting Juvenille Day Camp Art/Enrichment/Project Supplies Other Birthday Book/Library Our School Pages (Convenience Charge) Campus Improvement PEF Donation Disaster Preparedness and Safety President's Expenses Fine Arts Workshops President/Principals Brunch Instructional Supplies/Programs Printing/Supplies Furniture/Flexible Seating/Classroom Imp Prof. Fees - Accounting Technology (chromebooks, smartboards, etc) PTA Council HSA and Installation Registration Renewal Fee/ Taxes State PTA Convention **Description of expenses:** \$ **Total Amount of Check Requested** Attach all original receipts to this form. Make a copy for your records. Return completed form with attached For Treasurer's Use Only receipts to the Treasurer's folder in the office. Check Number _ Check Date Include a stamped envelope if check is to be mailed.

Approved By:

Kinderfest Other

Assemblies

Other

Reflections

Earth Week

Print jobs

Other:

Funds Gifted/Released by Membership on