



Date Submitted: _____

CHECK REQUEST FORM

Use this form for advance payment check requests. For reimbursements use the EXPENSE REIMBURSEMENT FORM. After completion submit to Abbie for approval and processing.

Name (check payable to): _____

Pick up location/ mailing address: _____

Date needed by: _____

Requested by: _____

Approved by: _____

** Please staple invoice/estimate to the back of this form **

Date	Description (use separate lines for splits)	Account (see back of form for account list)	Room #	Amount

Check Total:

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EXPENSE ACCOUNTS

Education Expenses

Classroom Supplies – Room 1
Classroom Supplies – Room 2
Classroom Supplies – Room 3
Classroom Supplies – Room 4
Classroom Supplies – Room 5
Classroom Supplies – Room 6
Curriculum Texts/Supplies
Field Trips – Room 1
Field Trips – Room 2
Field Trips – Room 3
Field Trips – Room 4
Field Trips – Room 5
Field Trips – Room 6
Overnight Field Trip Grades 4/5
Puberty Education

Specialist Expenses

Art Supplies
Computer Supplies
Learning Specialist Supplies
Library Books
Library Dues and Subscriptions
Library Supplies
Music Supplies
Physical Education Supplies
Playground Supplies
Spanish Supplies
Woodshop Supplies

Fundraising & Admissions Expenses

Annual Fundraising
Library Fundraising
Event Expenses
Admissions
Hospitality
Marketing – Admissions
Marketing – General

Extended Care & Camp Expenses

Extended Care Food/ Snacks
Extended Care Supplies
Enrichment Contractors
Break Camp Supplies
Summer Camp Contractors
Summer Camp Supplies
Marketing – Camp

Operating Expenses

Emergency Supplies
Repairs and Maintenance
Janitorial Services
Janitorial Supplies
Gardening
IT Services (website hosting, etc)
Insurance

Miscellaneous Expenses

Diversity Consultants
Diversity Committee Expense
Room Parents Expense
Graduation
Other Consultants
School Publications

Administrative Expenses

IT Admin Expense (admin software)
Office Supplies
Postage
Copying and Printing
Dues and Subscriptions
Fingerprinting and TB Testing

Staff Expenses

Staff Development
Staff Expense
Board Expense
ED's Discretionary Expenses