

A.B. Combs Elementary PTA

Check Request Form

please complete in pen

Person Requesting Check	Date	Amount Requested

Expense Category					
<input type="checkbox"/>	A.B. Combs Day	<input type="checkbox"/>	Everybody Books	<input type="checkbox"/>	Math Bee
<input type="checkbox"/>	Advocacy	<input type="checkbox"/>	Field Day	<input type="checkbox"/>	PTA Op Expenses
<input type="checkbox"/>	Agendas/Friday Folders	<input type="checkbox"/>	First in Fitness	<input type="checkbox"/>	Science Fair
<input type="checkbox"/>	Author Events	<input type="checkbox"/>	Gator Gallop	<input type="checkbox"/>	Spelling Bee
<input type="checkbox"/>	Basket Raffle/Silent Auction	<input type="checkbox"/>	Go Play Save	<input type="checkbox"/>	Spirit Wear
<input type="checkbox"/>	Book Fair	<input type="checkbox"/>	Grounds	<input type="checkbox"/>	Teacher Stipend*
<input type="checkbox"/>	Curriculum Nights	<input type="checkbox"/>	Hospitality	<input type="checkbox"/>	Technology
<input type="checkbox"/>	Cultural Arts	<input type="checkbox"/>	Inaugural Ball	<input type="checkbox"/>	Yearbook
<input type="checkbox"/>	Dedicate a Book	<input type="checkbox"/>	Leadership Day	<input type="checkbox"/>	Walk to School Day
<input type="checkbox"/>	Other _____				

**check requests must be received on or before Wednesday May 18th, 2022 to receive reimbursement.*

Please Describe Expenses Below (please attach all receipts and invoices)

Description	Total
Grand Total	

Did you remember to:	<input type="checkbox"/> Attach all receipts?	<input type="checkbox"/> Select Expense Category
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Authorized by:

 PTA President Date PTA Treasurer Date

Payee _____	<input type="checkbox"/> Leave in Mailroom Mailbox
Address _____	<input type="checkbox"/> Mail to Address provided
_____	<input type="checkbox"/> Mail to Vendor

Questions? Please send an email to the PTA Treasurer at: abcombstreasurer@gmail.com