

Liberty Ridge PTA Reimbursement/Payment Cover Sheet

This sheet must be fully completed for reimbursement/payment

1. Circle which account funds will be withdrawn from.
2. Attach original receipts or invoices to this form via staple.
3. Have the chairperson sign the expense (if applicable).
4. Submit the completed form to the PTA Treasurer via PTA mailbox.

TOTAL:

\$ _____

DATE: _____ **MAKE CHECK PAYABLE TO:** _____

MAILING ADDRESS: _____

SUMMARY OF EXPENSES: _____

Classroom Allocations

- 5101 1st Grade
- 5102 2nd Grade
- 5103 3rd Grade
- 5104 4th Grade
- 5105 5th Grade
- 5108 Kindergarten
- 5107 Autism/Special Ed
- 5109 Physical Ed
- 5110 Art
- 5111 Music
- 5112 Language
- 5113 Enrichment
- 5186 Band
- 5187 Orchestra
- 5190 EL
- 5191 Reading Recovery

Building/Grounds

- 5911 Playground Plaques
- 5912 Playground Maintenance
- 5913 Recess Equipment
- 5914 Building-Exterior
- 5915 Building-Interior
- 5916 Technology

Fundraiser Expenses

- 5201 Fall Fundraiser
- 5202 Corporate Fundraising

Programs & Materials

- 5115 Lexile Books
- 5116 Enrichment Materials
- 5117 Garden
- 5125 Battle of the Books
- 5127 I Love to Read
- 5128 Knowledge Masters
- 5129 Math Masters
- 5130 Art Spark
- 5131 Project Go
- 5132 Responsive Classroom
- 5133 Science Fair
- 5134 Summer Reading
- 5135 Writing & Publishing Center
- 5136 Character Education
- 5137 Theatre Expense
- 5138 Academic Triathlon
- 5139 Book Club
- 5140 Bucket Brigade (K-1)
- 5142 Climb Theater
- 5143 COMPAS
- 5144 Die Cuts & Supplies
- 5145 Education Foundation
- 5147 Star Lab
- 5149 Assemblies
- 5152 Other In-House Field Trip
- 5153 Laminating Film
- 5157 Science
- 5160 Online Directory

PTA Admin

- 5901 PTA Dues
- 5902 Insurance
- 5903 Officer's Fund/Supplies
- 5904 Postage
- 5905 Software
- 5906 Tax Prep & Audit

Products

- 5303 LRE Sportswear
- 5307 Assignment Books
- 5308 Classroom Subscription

Social Event Expenses

- 5402 Fall Social
- 5404 5th Grade Recognition
- 5406 Back to School Night
- 5407 End of Year Celebrations
- 5408 PTA Coffee
- 5409 Movie Night
- 5411 EOY Social Worker

Volunteer Expenses

- 5601 Babysitting
- 5602 Volunteer Recognition
- 5603 Visitor Tracking System
- 5609 Volunteer Lunch

Fundraiser Expenses (Cont.)

- 5203 Coupon Book
- 5209 Wendy's Night
- 5213 Tote Fundraiser
- 5214 MOA Wristbands
- 5403 Carnival Expense (Auction)

Staff Appreciation

- 5605 Teacher Appreciation Week
- 5606 Staff Welcome
- 5607 Teacher Retirement
- 5608 Conference Dinner

Health & Safety

- 5801 Angel Fund
- 5802 Patrol
- 5803 Health Aide
- 5804 Lunch Room
- 5807 Principal's Fund
- 5808 Scholarship Fund

Programs & Materials (Cont.)

- 5161 Books for Library
- 5162 1st Grade Bat Box
- 5163 3rd Grade In-House Activity
- 5164 5th Grade In-House Activity
- 5165 4th Grade In-House Activity
- 5166 2nd Grade In-House Activity

Communication

- 5501 Phone System
- 5502 Family Folders & Labels
- 5503 Printing
- 5504 Student Directory
- 5507 Website
- 5508 Parent Handbook

Restricted Expenses

- 5151 Art Program
- 5209 Wendy's Night Allocation
- 5701 Adopt-A-Book
- 5702 Book Fair - Media Site I
- 5703 Reading Specialist
- 5704 Media Specialist
- 5705 Got Books Shirts
- 5706 Book Fair - Media Site II
- 5707 Book Fair - Reading Site II
- 5708 Book Fair - Reading Site I
- 5709 Student Council
- 5710 Music Program
- 5711 Author Visit
- 5712 Mr. Hayes
- 5713 Media Technology
- 5714 Media Helpers
- 5715 Library Expenses
- 5805 Psychologist
- 5806 Social Worker

Chair Signature (if applicable): _____

PTA Board Member Signature: _____

Treasurer's Signature: _____

PTA Treasurer Use Only
Check #: _____
Date Paid: _____