MANOR WOODS ELEMENTARY SCHOOL PTA
REIMBURSEMENT REQUEST/DIRECT PAYMENT FORM

Rev. 8-15

SUBMIT THIS COMPLETED FORM *WITH ORIGINAL RECEIPTS ATTACHED*.

Pay to the order of: _____
(Name to appear on check)

For the following goods and/or services:

GOODS (e.g. Food Items, Drinks, Prizes, etc.):	AMOUNT ($0.00)
TOTAL GOODS	$

SERVICES (e.g. DJ, Entertainer, Equipment Rental, Printing Costs, etc.):	AMOUNT ($0.00)
TOTAL SERVICES	$
PAYMENT AMOUNT [GRAND TOTAL GOODS & SERVICES]	$

These expenses are for the following committee:

☐ Administrative Expenses (60000), Supplies (60028), Copying (60018), Postage (60030), Conf. Dues (60034), Acts of Kindness (60010)	☐ **PTA Event Supplies** (60050) ☐ Back to School Picnic (62000), Food (62200), DJ etc (62100) ☐ Walking Program (81000)
☐ Char. Reg. Fees (60016), Insurance (60024)	☐ Barnes & Noble Book Fair (68100)
☐ Admin Software/Supplies (60032), Webmaster (81200)	☐ Variety Show (80800)
☐ Membership – PTAC (80100), MD/Natl (80110), Supplies (80115)	☐ Reflections (80400)
☐ Directory Supplies (80115), Digital Directory (68060)	☐ Reading Program (80300) & Ice Cream Social (80310)
☐ Volunteers (80810)	☐ International Festival (81500)
☐ Workroom/Graphics/Flyers (60018)	☐ Screen-Free (TV Turn-off) Week (80700)
☐ Promotions (60075), Publicity (80200)	☐ Teacher Appreciation (80650)
☐ Photography (80150)	☐ Fun Day (68700)
☐ *DuckTales* (68075)	☐ 5th Grade SCH & Picnic (68650)
☐ Donations to MWES (65080), Magazines (66000)	☐ 5th Grade Closing (68600)
☐ After School Programs (61000)	☐ Yearbook (81350)
☐ Cultural Arts (65055)	☐ Foundation Dining (80450)
☐ Hospitality (72000), *Name of Event*:	☐ Other Committee or Event:

Submitted by: _____ Date: _____
Name:

Chair Approval: _____ Date: _____
Name:

Date Received: _____ Date Paid: _____ Check #: _____ Check Amt: $_____

Issuing Officer: _____ Signature: _____