

Reimbursement/Payment Request

To: Sangster School PTA Treasurer - Mark Marsden 9320 Walking Horse Ct Springfield, VA 22153 Phone: 703-913-7815 E-mail: Treasurer@SangsterPTA.org	From (Print & Sign): _____ Date Submitted: _____ Put in PTA File _____ Mailed to Treasurer _____ Met with Treasurer _____
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Reimbursement or Payment Requested For:

<u>Fundraising Activities</u>	<u>Amount</u>
Box Tops for Education	
Family Fun Events	
Fun Fair	
Giftwrap Paper Sales	
Membership	
Recycling	
School Supply Kits	
Spirit Wear	
Other	

<u>School Supported Expenses</u>	<u>Amount</u>
Building & Grounds	
Cultural Arts	
Field Trips (Busing)	
Handbook & Folders	
Library Materials	
Long Term Improvements	
Lunch Support Program	
Patrols & SCA	
Special Education	
Staff Development	
Student Awards & Recog	
Teacher Grants	
Technology	
Other	

<u>PTA Supported Expenses</u>	<u>Amount</u>
Admin. Costs	
Care Team	
Donations	
Hospitality	
Insurance	
Reflections	
School Directories	
Teacher Appreciation	
Other	

<u>Dedicated Funds</u>	<u>Amount</u>
Art Class	
Chess Camp (summer)	
Chess Club	
Fencing	
Girls on the run	
Musical Theatre Work Shop	
Odyssey (Summer Camp)	
Robotics Club	
Rubics Club	
Science Club	
Other	

<u>Instructional Support</u>	<u>Amount</u>
Arts & Music	
Cool the Earth Programs	
Discovery Garden	
Math Programs	
Reading Programs	
Other	

<u>Academic Enrichment</u>	<u>Amount</u>
Math Programs	
Odyssey of the Mind	
Reading Programs	
Science Programs	
Social Studies Programs	
Other	

Brief Explanation:

<u>Please Attach Receipts</u>		<u>To be completed by Treasurer:</u>
Total Amount Requested: _____	Check will be mailed unless specified otherwise. Note here if needed sooner: _____	Expense Voucher Number: _____
"Pay to" Name and Address:		Invoice Number: _____
		Check Number: _____
Phone/E-mail:		Check Date: _____
		Check Amount: _____