

# SPRINGRIDGE PTA

## CHECK REQUEST / DEPOSIT FORM

DATE: \_\_\_\_\_

FROM: Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_  DEPOSIT  CHECK REQUEST

*Please mark appropriate line item on opposite side of form.*

### FOR DEPOSIT:

Funds Received From: \_\_\_\_\_

\_\_\_\_\_

### FOR CHECK REQUEST:

Make Payable To: \_\_\_\_\_

Payment Delivery:      Mail                        
                                 PTA Folder                        
                                 Hand-Deliver                     

Mail Check To: \_\_\_\_\_

\_\_\_\_\_

**COPY OF INVOICE AND/OR RECEIPTS MUST BE ATTACHED**

**SALES TAX IS NON-REIMBURSEABLE**

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**FOR TREASURER USE ONLY**

### Treasurer's Notes:

Check # / Deposit #: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ (if different from amount requested)

**ADMINISTRATION**

\_\_\_\_\_ RISD Scholarship Luncheon  
\_\_\_\_\_ RISD Council of PTA's Dues  
\_\_\_\_\_ Texas PTA Med. ER Fund Donation  
\_\_\_\_\_ Leadership Training

\_\_\_\_\_ RISD New Teacher Luncheon  
\_\_\_\_\_ JJ Pearce Scholarship Fund  
\_\_\_\_\_ RIS Clothes Closet Donation

\_\_\_\_\_ Postage  
\_\_\_\_\_ Insurance  
\_\_\_\_\_ Printing and Copying

**ARTS IN BEAUTIFICATION**

\_\_\_\_\_ Reflections

**BEAUTIFICATION**

**BUDGET AND FINANCE**

\_\_\_\_\_ Concessions  
\_\_\_\_\_ Monster Mash  
\_\_\_\_\_ Movie Night  
\_\_\_\_\_ Spring Fling  
\_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_ Sky Ranch Donations

\_\_\_\_\_ Merchant Reward  
\_\_\_\_\_ Albertson's  
\_\_\_\_\_ Chick-fil-a  
\_\_\_\_\_ School Spirit Vending  
\_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_ Miscellaneous Donations

\_\_\_\_\_ Cookie Dough Fundraiser  
\_\_\_\_\_ Spring Fundraiser  
\_\_\_\_\_ Miscellaneous Fundraiser  
\_\_\_\_\_ Birthday Marque  
\_\_\_\_\_ Pajama Day

**COUNCIL DELEGATE**

\_\_\_\_\_ RISD Used Book Fair  
\_\_\_\_\_ 1st and 2nd Grade Play

\_\_\_\_\_ Supplies  
\_\_\_\_\_ 5th Grade Orchestra Trip

**EDUCATIONAL AWARENESS**

\_\_\_\_\_ Supplies

\_\_\_\_\_ Box Tops for Education

**FIELD DAY**

\_\_\_\_\_ Equipment Rental  
\_\_\_\_\_ Field Day Shirts

\_\_\_\_\_ Food/Snacks  
\_\_\_\_\_ Awards

**HEALTH AND WELFARE**

**HISTORIAN**

**HOSPITALITY**

\_\_\_\_\_ Board or General Meetings  
\_\_\_\_\_ Muffins with Mom

\_\_\_\_\_ Donuts with Dad  
\_\_\_\_\_ Senior Breakfast

**MEMBERSHIP**

\_\_\_\_\_ Supplies  
\_\_\_\_\_ Lifetime Awards

\_\_\_\_\_ State and National Dues  
\_\_\_\_\_ Dues

**MULTICULTURAL**

**PARLIAMENTARIAN**

**PRESIDENT**

**PRESIDENT'S AIDE**

\_\_\_\_\_ Gifts

\_\_\_\_\_ Recognition Pins

**PROGRAMS**

\_\_\_\_\_ Monster Mash  
\_\_\_\_\_ Talent Show

\_\_\_\_\_ Spring Fling

**ROOM REPRESENTATIVE**

\_\_\_\_\_ Supplies  
\_\_\_\_\_ Winter, Valentine or End of Year Party

\_\_\_\_\_ Kindergarten Graduation  
\_\_\_\_\_ 6th Grade Graduation

**SECRETARY**

**SPIRIT ITEMS**

\_\_\_\_\_ Spirit Wear  
\_\_\_\_\_ SRE Spirit Bands

\_\_\_\_\_ SRE Car Decals

**SUPPLY CABINET**

\_\_\_\_\_ Supplies

**TEACHER APPRECIATION**

\_\_\_\_\_ Gifts

\_\_\_\_\_ Luncheon \_\_\_\_\_

**TECHNOLOGY/NEWSLETTER**

**TREASURER**

\_\_\_\_\_ Bank Fees  
\_\_\_\_\_ NSF Checks/Fees

\_\_\_\_\_ Supplies  
\_\_\_\_\_ State Sales Tax

**VOLUNTEER SERVICES**

**YEARBOOK**

**YOUTH PROTECTION**

\_\_\_\_\_ Supplies

\_\_\_\_\_ Party