Rev. 09/10

Oak Hill Elementary PTA
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OAK HILL PTA
Request for Disbursement of Funds

Instructions: Legibly complete all sections, attach receipts, make a copy for your records, and place originals in the PTA Treasurer's folder in the PTA desk.

Date of request: _____ Requested by: _____

Date check is needed: _____ E-mail and/or phone #: _____

Make check payable to: _____ Amount: $ _____

Budget item charged*: _____

Please itemize attached receipts or invoices below (all receipts must be attached to receive payment):

Date	Vendor Name	Amount	Brief Purchase Description

I would like this check to be:

____ Placed in my committee folder

____ Placed in my school mailbox

____ Sent home with my child

____ Mailed to: _____

Child: _____

Teacher: _____

____ Other: _____

***Common Budget Item Categories:**

Administration
- 200 Directory
- 300 Membership Committee
- 510 PTA Food Supplies
- 550 PTA Meetings
- 600 PTA Misc. Admin
- 650 PTA Office Supplies

Funds Given to School
- 100 Cafeteria Support
- 200 Classroom Support
- 220 Clinic Support
- 310 Field Day
- 400 Grade Level Support
- 490 Library Support
- 640 Positive Behavior Support
- 730 Safety Patrols
- 850 WOAK Support

Enrichment Activities
- 100 After School Fitness
- 200 Broadway Jr. Club
- 230 Cultural Arts
- 390 Geography Club
- 400 Girls on the Run
- 450 GRACE Arts
- 510 Math Counts
- 520 Math League
- 550 Odyssey of the Mind
- 620 Paws to Read
- 650 Reflections
- 700 Robotics Club
- 800 Stock Market Game
- 850 Summer Art Camp
- 900 Summer Book Exchange
- 950 Summer POW Camp

PTA Sponsored Activities
- 100 Basketball Game
- 120 Bingo/Family Game Night
- 180 Cust., Café., Off. Apprec.
- 230 Family Dance
- 270 Fall Festival
- 300 Logo Item Sales
- 350 Movie Night
- 400 New Family Welcome
- 500 Original Works
- 550 Retirement Reception
- 600 School Kidz
- 650 Spelling Bee
- 700 Spirit Wear
- 750 Staff Appreciation Week
- 800 Staff Welcome Breakfast
- 900 Valentine's Day Breakfast