

**Alice Gustafson School PTO
2015-2016 Check Request Form
Budget Accounts**

Requested amount (attach receipts and/or invoices) \$ _____

Make check payable to: _____

Mail to or send via: _____

Purchase(s) covered: _____

Requested by: _____

Budget Account (see reverse side): _____

Approved by Event Committee Chairperson (if applicable):

Approved by PTO Board (see reverse side): _____

President's signature if over \$300 _____

For Treasurer's Use Only

Check Number _____

Date Issued _____

**Alice Gustafson School PTO
Budget Accounts for 2015-2016 Budget**

BUDGET ACCOUNTS

CHECK REQUEST APPROVAL

**General Operating
Administrative Expenses
Accounting Review
Miscellaneous**

President-Kim Ambrose

**Communications
School Opening/Handbook
Directories
Gazette/Photocopying**

Director of Communications-Becky Paulin

**Classroom Support
Support Staff Appreciation
Picture Person
Program Refreshments
Summer School Scholarships
Room Parents
Staff Appreciation
School Opening Activities
Health & Safety
Student Council**

Director of Classroom Support-Sue Minnec

**Curriculum Support
Assemblies/Teacher Trip
Field Trip Transportation
5th Grade Celebration Day
Physical Education
Music
Art
Spanish
Gator Field Day**

First Vice President-Jen Meiring

**Learning Resource Center
Learning Center
Periodicals
Computer Lab
Accelerated Reader**

First Vice President-Jen Meiring

**Program Development
Courtyard
Playground Improvement**

First Vice President-Jen Meiring

**Teacher Funding
Teachers' Fund**

First Vice President-Jen Meiring

Fundraising Expenses

Director of Ways & Means-Mary Anne Callahan