

Irwin Academic Center



every child. one voice.

Request for Payment Form

Please staple original receipts & a photocopy of original receipts to the back of this form. **No receipts, no reimbursement.

Date: _____

Person Requesting Payment: _____

(Please check) I have communicated with PTA Officers, VP and/or Committee Chair to verify expense is within budget.

Make Check Payable to: _____

Check Delivery Instructions: _____

Description of Expenses	Budget Code	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Sales Tax (if check written directly to vendor):	_____	\$ _____
Total:		\$ _____

Check Signers
President/VP: _____
Check #: _____
Date: _____
Amount: _____
Treasurer: _____

6000 Administrative Expenses

- 6001 Administrative Supplies
- 6002 Accounting Software
- 6015 Insurance
- 6020 Communication – Web Host & Domain Name
- 6022 PTA Board
- 6025 Misc. Administrative Expenses

6200 Family Engagement Expenses

- 6220 PTA Annual Membership
- 6240 New Families
- 6250 Men of Irwin

6300 Teacher/Student Support Expenses

- 6301 PTA Back to School
- 6302 Magnet Outreach
- 6303 Cultural Arts
- 6304 Enrichment Electives
- 6305 Field Trips
- 6306 Academic Program Subscriptions
- 6309 Yearbooks

6310 Academic Clubs

- 6313 National Elementary Honor Society
- 6314 Odyssey of the Mind
- 6315 Robotics
- 6316 Science Olympiad
- 6317 Student Council

- 6318 National Geo Bee
- 6319 Safety Patrol
- 6320 Math Olympiad

6330 Classroom Support & Professional Development

- 6331 Media Center
- 6332 Technology Supplies
- 6333 Conferences/Continuing Ed/PD
- 6334 Principal Support
- 6336 Health Room
- 6337 Classroom Fund/Teacher Supplies
- 6338 Teacher Assistant Support/ Bus Driver Appreciation
- 6339 CONNECT/ Facilitators/TD/ Support Staff
- 6340 TD Learning Resources

6400 Events Expenses

- 6401 Event Parking
- 6410 Spirit Nights
- 6415 Turkey Trot
- 6420 Father/Daughter Dance
- 6430 Mother/Son Event
- 6440 Field Day
- 6450 5th Grade Social/Promotion/T-shirts
- 6460 Multicultural Night

6500 Teacher & Staff Appreciation

- 6503 Staff Monthly Appreciation & Breakfasts
- 6504 Welcome Back Staff Meals
- 6505 Teacher & Staff Appreciation Week
- 6506 Staff Shirts/Gifts
- 6507 Teacher Appreciation Miscellaneous
- 6508 Support Staff TASA Fund

6700 Wise Owl Fundraising

- 6710 Book Fair
- 6711 Book Fair – Fall
- 6712 Book Fair – Spring

6720 Fundraising Expenses

- 6721 Boosterthon Fun Run
- 6722 Fall Fundraisers – Pajama Jam – Fall Festival
- 6723 Spring Musical
- 6727 Rewards Program
- 6728 Charitable Causes – Owl Tree, Turkey Trot, etc.

6730 Summer Splash

6770 Merchandise Expenses

- 6776 School Spirit Wear
- 6777 School Store

Audited By: _____

(3 Audit Committee Members)

Date: _____

Revised 8//2019 treasurer@irwinpta.org