

Yorktown High School PTA
5200 Yorktown Boulevard
Arlington, VA 22207

2018-19 REIMBURSEMENT AND CHECK REQUEST FORM
(updated 09/1/18)

Instructions:

- 1) Please *complete* this form and attach the original receipt AND a photocopy of your personal check/customer copy of your credit card statement.
- 2) Obtain the authorized signature (see listing on the back of this form).
- 3) Mail (or scan) the *approved* form and receipts to Jenn Vogel, 3218 North George Mason Drive, Arlington VA 22207. You can also leave the form and receipts in the PTA mailbox in the Yorktown Main Office.

*Questions: Jenn Vogel, Treasurer, treasurer@yhspta.org
or 703-472-3961 (cell)*

Date: _____

Submitted by: _____

Phone/Email (for any questions): _____

Amount: \$ _____

Check Payable to: _____

Preferred Means of Delivery (include mailing address if preferred):

Description of the expense:

Budget Line Item (see listing on back of form): _____

Authorizing Signature:

Print Name:

Account	Approval
6010 · Grants	Maggie Debelius, Janet Brodnitz
6020 · Student Social Event Expenses	Amy Westhoff, Inga Middleton
6040 · Staff Appreciation	Paula Cohen
6050 · Speaker Fund	Meredith Purple
6060 · Scholarship Fund	Meredith Purple
6070 · Community Read Program	Jayne Balzano
6080 · Student Agendas	Jayne Balzano
6090 · Diversity Leadership Events	Meredith Purple
6100 · Hospitality	Heidi Robbins, Jan DeFalco, Amy Fox, Noreen O'Neil
6110 - Sentry Newspaper (Spring)	Jayne Balzano
6120 · CCPTA Donation	Meredith Purple
6125 · Graduation Boat Party Donation	Meredith Purple
6130 · Community Instruction/Club Cafe	Jayne Balzano
6140 · Principal's Fund	Meredith Purple
6150 · Spirit Committee	Jayne Balzano
6160 · Summer School Scholarships	Meredith Purple
6170 · Tech Expo	Jayne Balzano
6180 · Families Helping Families	Marna Louis, Lauren Lemay
6190 · Science Fair	TBD
6200 · Reflections	Mary Cantwell
6210 · AP-Final Exam Study Night	Jayne Balzano
6230 · Yearbook Ad	Jayne Balzano
6400 · PTA Admin Expenses	Jayne Balzano
6500 · Misc Expense	Jayne Balzano
9000 · Boat Party Expense	Michael Cantwell