

**CLAIRE LILIENTHAL SCHOOL PTA  
PAYMENT REQUEST FORM**

**NOTE: All payment requests must be signed off by the Budget Manager, with receipt(s) attached.**

Requestor's Name \_\_\_\_\_ Date \_\_\_\_\_

Requestor's Contact Information (phone/email address): \_\_\_\_\_

Description of Expense \_\_\_\_\_

Activity/Budget Item \_\_\_\_\_

**Check to be made PAYABLE to:** \_\_\_\_\_

Address: \_\_\_\_\_

City/ZIP: \_\_\_\_\_ Telephone: (        ) \_\_\_\_\_

Mailing Instructions: \_\_\_\_\_

Total Expense (all supporting receipts must be attached): \$ \_\_\_\_\_

Less: Advance Received (if any): \$ \_\_\_\_\_

**AMOUNT DUE TO BE PAID:** \$ \_\_\_\_\_

Comments: \_\_\_\_\_

Budget Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

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*For PTA Finance use only*

Finance review by: \_\_\_\_\_ Date: \_\_\_\_\_

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

Check Number: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

# Claire Lilienthal PTA

ALL PAYMENT REQUEST FORMS SHOULD REFERENCE THESE BUDGET ITEMS

## Expense

### Arts & Theatre Program

#### Athletics Program

Athletic Program Equipment & Supplies

Athletic Program (PERC) - Staff

#### Book Fairs Expense

#### Classroom Expenses

Class Exp - M00 Kovar

Class Exp - M00 Madison

Class Exp - M01 Kanios

Class Exp - M02 Gillette

Class Exp - M03 Reiss

Class Exp - M04 Lim

Class Exp - M05 Lee, NaYoung

Class Exp - M06 Rogers

Class Exp - M07 Chong

Class Exp - M10 Kim

Class Exp - M11 Gormley

Class Exp - M12 Moore

Class Exp - S02 Lee, Jane

Class Exp - S03 Hampson

Class Exp - S04 Michel

Class Exp - S05 Gieraths

Class Exp - S06 Reif

Class Exp - S07 Rosson

Class Exp - S08 Gava

Class Exp - S10 Hong

Class Exp - S11 Carrillo

Class Exp - S15 Heniser

Class Exp - S19 Mooney

Class Exp - S22 Delwiche

Class Exp - S23 Kirk

Class Exp - S24 Eller

Class Exp - SB1 Hadley

Class Exp - SB3/2 Kwon

Class Exp - SB4 Turnbull

Class Exp - XM Mandapat

Class Exp - XS Hernandez

Class Exp - XS01B8 Zeichner

Class Exp - XSB2 Bianchi

Class Exp - XSB2 Lucchesi

Classroom Expenses - Other

### CLLA

#### Community Activities

Facility & Office Supplies

Facility & Office Supplies

Facility & Office - Staff

#### Fall Fun Run Exp

Fall Fundraiser (Poker?)

Gift Card Expense

Green Schoolyard (GSY) Exp.

Green Schoolyard (GSY) Exp.

Green Schoolyard (GSY) - Staff

Holiday Merch Sales (QSP) Exp.

#### Library Expense

Library - Staff

Library Expense - Books & Other

#### Mayfair Expense

#### Membership Drive Expense

#### Outdoor Ed Expense

Outdoor Ed Exp. - K

Outdoor Ed Exp. - Grade 1

Outdoor Ed Exp. - Grade 2

Outdoor Ed Exp. - Grade 3

Outdoor Ed Exp. - Grade 4

Outdoor Ed Exp. - Grade 5

Outdoor Ed Exp. - Grade 6

Outdoor Ed Exp. - Grade 7

Outdoor Ed Exp. - Grade 8

Outdoor Ed Expense - Other

Parking Fee Fundraiser Exp.

#### Science Program

Spirit Merchandise Expense

Staff Appreciation Expense

Starlight Auction Expense

#### Technology Program

Tech Program - Equipment & Other

Tech Program - Staff

Uncommitted - Reserve

Yearbook Expense

#### Other Expense

##### Other Expenses

Bank Fees

Membership Dues (State & Dist)

Other Expenses - Other