

# Eisenhower International School PTA Request for Reimbursement

*Only expenditures approved by the PTA may be submitted for reimbursement*

**Please tape invoice(s) to the back of this form**

Date: \_\_\_\_\_

Pay to: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Must be Responsible Party, as approved by PTA body*

Address/Telephone # of Requestor (unless school employee):

Items	Amount
Total: _____	

**Project Fund:**

- Counselor's Fund
- Directory
- Fifth Grade Activities
- First Grade/Summer Reading
- Great Books
- Jog-A-Thon
- Miscellaneous
- Patches
- Popcorn
- Reflections
- Skate Night
- Speech-Art Festival Activities
- Spirit Merchandise & Sales
- Spring Festival/Spring Fling
- Summer Library Program
- Summer Mailing
- Yearbook

**Fundraisers:**

- Innisbrook
- Silent Auction/Fiestvale
- Retail Partnerships
- Square One Art
- Poinsettias
- Book Fair

**Other School Requests:**

- Assembly fees & special events
- Commemoration
- Mardi Gras
- Newsletter
- Outdoor Learning Center
- Paper/Toner & Office Supplies
- Culture Boxes
- Skates for PE
- Teacher Conferences & Staff Development
- Teacher Lunches
- Technology
- Computer Lab

**PTA Administrative Expense:**

- Meeting Childcare/Entertainment
- Exchange Program-French
- Exchange Program-Spanish
- Exchange Prog. Mailing Expense
- Grounds
- Home & Back Envelopes
- Hospitality
- PTA Council & Conference
- School Safety
- Supplies/Office Supplies
- Surety Bond

**Library Fund Requests:**

- Library Fund
- Deposits - Library Fund

**Teacher/School Requests:**

- Pre-K
- French Kindergarten
- French 1st
- French 2nd
- French 3rd
- French 4th
- French 5th
- Spanish Kindergarten
- Spanish 1st
- Spanish 2nd
- Spanish 3rd
- Spanish 4th
- Spanish 5<sup>th</sup>
- Librarian
- Music
- Visual Arts
- Physical Education
- Special Education
- Gifted & Talented
- Special Projects Coordinator
- Counselor
- Principal
- Science Fund – French
- Science Fund - Spanish

PTA Assigned Invoice #