

## Rolling Hills Middle School PTA Request for Payment Form 2007-2008

Please make sure to fill out all information, i.e. date, payable to, amount, purpose, and budget category.

**Attach original receipt(s).** Requests from teachers to be applied to their \$250.00 PTA grant requires Mrs. Gibbs approval in the space provided below.

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

Payable to: \_\_\_\_\_

Amount: \_\_\_\_\_

Purpose: \_\_\_\_\_

Administrator Approval (Teacher requests only): \_\_\_\_\_

Method of delivery (check one):  School Pick up  Mail to residence  Teacher Box

Address:

Street \_\_\_\_\_ Apt \_\_\_\_\_

City \_\_\_\_\_ zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Budget Categories:**

5 <sup>th</sup> Gr. Field Trip	_____	\$250 Teacher Fund	_____
5 <sup>th</sup> Gr. Colonial Day	_____	Teacher Recognition	_____
6 <sup>th</sup> Gr. Ancient Day	_____	Read 1 Million Program	_____
7 <sup>th</sup> Gr. Renaissance Day	_____	Magazine Sale	_____
8 <sup>th</sup> Gr. Career Day	_____	Math Competition	_____
PTA Operating Fund	_____	Technology	_____
Hospitality	_____	Other(explain)	_____

**For Treasurer Use Only**

Date of Payment: \_\_\_\_\_

Amount: \_\_\_\_\_

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

Requests for payments must be made at least 14 days (2 weeks) before payment is needed. The PTA box is only checked once or twice a week. If a rush is needed, please call President, Lauri Beck at 866-1379 or e-mail her at Lauri.beck@sbcglobal.net or Treasurer, Felicia Sanders at 866-5645 or via e-mail at flesanders@yahoo.com.