

**Kensington Parkwood Elementary School PTA  
Request for Payment**

Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Receipts Attached: Yes \_\_\_\_\_ No \_\_\_\_\_  
(Invoices or receipts are required for all payments and reimbursements)

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

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

Date Payment Needed: \_\_\_\_\_

Mailing/Delivery Address: \_\_\_\_\_

**Budget Category:**

**Fundraisers and Income**

- Bingo Night
- Box Tops for Education
- Donations
- Eagle Fund
- Kensington 8K Race
- Membership
- Scholastic Book Fair
- Other

**Programs, Community & Family Support**

- Back to School Picnic
- Community Service Committee
- Dads & Donuts / Moms & Muffins
- Family Fun Day / Night
- Holiday Bazaar
- Labor Day Parade
- Skate Night

**Operations**

- Advocacy
- Bank Fees
- Basic Reserve
- Credit Card / POS Equipment Fees
- Cluster Activities
- Leadership Training
- Operating Expenses
  - Copier Expense
  - Office Supplies
- Pre-encumbrance
- State Licenses & Registrations
- Tax Preparation

**Enrichment / Academic Support**

- After-School Clubs
- Arts Integration Committee
- Academic Enrichment
- Fifth Grade End of Year Activities
- Green Tickets
- International Night
- Italian Festival Field Day
- Learning Differences & Special Needs Committee
- Literacy Night
- Math Parent Reference Books
- Council for Excellence for Afr. Am. Students
- Student Support
- Science Fair
- Staff Awards
  - Principal
  - Assistant Principal
  - Teacher
  - Counselor
- Summer Reading / Math Incentive Program
- Technology

**Communications & Public Relations**

- Informational Fair
- Kindergarten Orientation
- Meetings
- Newsletter
- SpiritWear
- Staff Appreciation
- Website
- Welcome Packet

**School & Facility Support**

- Facilities Enhancement
- Grounds Committee & Beautification
- Health & Safety
- Patrol Clinic
- Recess Equipment
- Student Council

Additional Explanation: \_\_\_\_\_

Signature: \_\_\_\_\_ Approved By: \_\_\_\_\_

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