

Return to treasurer: **Kris Laubscher**
 Email: bklobster@comcast.net

Request Date: _____

Vendor/Individual Payee:

Name: _____

Address: _____

Check Amount: \$ _____

Please fill in amount by Fundraising Event or Other Activity:

Back to School Nights	\$	Library	\$
Directory	\$	Lunch Games/Entertainment	\$
Book Fair	\$	Parent/Teacher Coffee	\$
May Day	\$	Sunshine Fund	\$
Refreshments – Spring Show	\$	Teacher Appreciation	\$
Pancake Day	\$	Other – please describe	\$
Spirit Wear	\$		\$
6 th Grade Welcome	\$		\$
8 th Grade Celebration	\$		\$
Art Goes to School	\$		\$
Dimensions in Living	\$		\$
Framing Artwork	\$		\$
Grounds & Greens	\$		\$

Other Activity Not Listed Above: _____

Please attach invoices or receipts with your email documenting the amount and provide a brief explanation for this request.

REQUESTOR SIGNATURE:

DATE:

TREASURER USE ONLY

CHECK # **AMOUNT: \$** **DATE:** **TREASURER SIGNATURE:**

POST TO SPREADSHEET (CHECK)