



# Capitol Hill Cluster School PTA 2018-2019 Payment Request Form

**Directions:** Fill out this form electronically and save it. Please e-mail the form and attach copies of receipts (scans or photos) or invoices to [treasurer@chcspta.org](mailto:treasurer@chcspta.org).

Please allow two weeks for reimbursement.

Questions? Please e-mail the PTA treasurer or your campus working group at PeabodyparentRep3@chcspta.org, WatkinsParentRep1@chcspta.org, or SHParentRep2@chcspta.org.

Total Amount Requested:

Campus:

Date Needed:

Date Requested:

Name of Requester:

Cell/Home Phone:

E-mail Address:

Type of Request:

Payee's Name (if different)

Payee's Address:

Payee's Phone:

Delivery Method:

Description of Materials or  
Items Purchased,  
Other Details:

PTA Account (select if  
known, type in entry or  
leave blank):

Event (select if known, type  
in entry or leave blank):

## **Description of PTA Accounts**

**Campus Based Program** - major budget items approved by PTA for each campus, includes grants.

**Teacher Stipend or Restricted Funds** - Annual stipend provided to teachers for classroom supplies or funds held by individual teachers or grade levels for specific purpose, such as a science or reading grants. Please provide details in the description section.

**Family Engagement** - PTA fund to support expenses related to PTA events.

**Meeting Support** - Expenses for childcare, entertainment and food for select school and PTA events/meetings.

**Principal Stipends** - Discretionary funds for Cluster principals and administrators.

**Fundraising Expenses** - Expenses associated with key Cluster-wide events, including the House Tour, Fall Fundraiser, Cluster Auction and Capitol Hill Classic. Please indicate the specific activity under the "event" field.

**Marketing, Communications** - This fund covers expenses related to promotional items, brochures, t-shirts and similar expenditures. Communications includes website maintenance and other spending for ads, publications or outreach.

**PTA Operations** - Expenses to cover PTA operations

**PTA Discretionary & Emergency** - Funds to be used by the PTA President to cover select expenses throughout the year or in case of an emergency.

**Peabody Activity Fee** - Spending of funds collected as part of the PTA Peabody Activity Fee for 2018-2019.

**Other Restricted** - Other funds that are tied to grants or income from special revenue sources that are not part of the PTA operating budget.