



Arlington Science Focus School PTA

1501 North Lincoln Street
Arlington, VA 22201

2018-19 REIMBURSEMENT AND CHECK REQUEST FORM

Instructions:

- 1) Please complete this form and attach the original **receipt(s)**, a photocopy of your personal check, or the customer copy of your credit card receipt.
- 2) Obtain the authorized **signature** (see listing on the back of this form).
- 3) Leave the approved form and receipts in the Treasurer's folder in the PTA mailbox in the ASFS front office.

Please email questions to Chris Brown (ASFS PTA Treasurer) at asfs@chrisandreenee.net.

Amount: \$ _____

Date: _____

Payable to: _____

Submitted by: _____

Contact : _____
phone

_____ email

Delivery Information / Home Address *(Checks will be sent via Backpack Mail or Postal Mail, if preferred)*

Description of the Expense:

Budget Account Code
(see listing on back)

Person Authorizing Expense (Print Name)

Authorizing Signature

Code	Budget Account Name	Authorized signature
PTA ADMINISTRATIVE		
PA-00	PTA Administrative - Other	Dena Porter
PA-02	Child Care	Dena Porter / Chris Brown
PA-03	Bank Charges	Dena Porter / Chris Brown
PA-04	Postage & Photocopying	Dena Porter
PA-05	General Expenses	Dena Porter
PA-06	Insurance	Dena Porter / Chris Brown
PA-07	Nat'l, State & County Dues	Dena Porter / Chris Brown
PA-08	Tax Return	Dena Porter / Chris Brown
SCHOOL ADMINISTRATIVE		
SA-02	Curriculum & Staff Dev.	Mary Begley
SA-03	Summer School Scholarships	Mary Begley
SA-03a	Principal's Fund - Staff	Mary Begley
SA-03b	Principal's Fund - Student	Mary Begley
SA-03c	Staff Mentor Stipend	Mary Begley
FUNDRAISING EXPENSES		
F-02	No-Frills	Kristi Tsiopanas
F-03	Auction	Kristi Tsiopanas
F-04	T-Shirts / Other items	Shaudy Ridgway / Jen Bethel / Kristi Tsiopanas
F-09	School Supplies	Mary Schmergel / Allison Horbaly
NON-REVENUE PROGRAMS		
NR-3	Yearbook	Krysten Caven
NR-4	5th Grade Promotion (collection)	Tara Antonipillai / Cindy Getner / Lisa Anbinder
NR-5	Holiday Helpers	Jackie Atkins
NR-6	5K & Fun Run	Trinh Hoang / Jenn Hall
NR-7	Book Fair	Michelle Brydges
ASFS COMMUNITY EVENTS		
P-02	Back-To-School Picnic	Julie Olcott / Rabia Oubenadi
P-03	Book Swap/Ice Cream Social	Rabia Oubenadi / Wendy Williams
P-06	Parent Socials	Dena Porter
P-07a	Staff Breakfast (August)	Tyeana Granby
P-07b	Staff Lunch (P/T conf)	Rabia Oubenadi
P-07c	Staff Appreciation	Rabia Oubenadi
P-08	Community Service Programs	Karrie Beaudry
P-23	Principal's List Breakfast	Rabia Oubenadi
P-24	5th Gr Promotion	Tara Antonipillai / Cindy Getner / Lisa Anbinder
P-25	5th Gr Promotion T-shirts	Tara Antonipillai / Cindy Getner / Lisa Anbinder
P-26	Kindergarten Orientation	Neelima Dundeluri / Jackie Java / Mary Schmergel

Code	Budget Account Name	Authorized signature
EDUCATION & INSTRUCTION		
EI-01	Teacher Supply Stipends	Mary Begley
EI-02	Art	Mary Begley
EI-02a	Art in the Classroom	Kristi Tsiopanas
EI-02b	Reflections Contest	Michelle Brydges / Lynn Westwater
EI-03	ESOL/HILT	Mary Begley
EI-04	Gifted Services	Mary Begley
EI-04a	Odyssey of the Mind	Dima Hakura
EI-05	Investigation Station	Mary Begley / Stephanie Lin
EI-06	Language Arts	Mary Begley
EI-07	Library (inc. guest author)	Mary Begley
EI-08	P.E.	Mary Begley / Jenn Hall
EI-09	Math	Mary Begley / Kelly Stephenson
EI-10	Music	Mary Begley / Liz Taylor
EI-12	Music - Performances	Mary Begley / Liz Taylor
EI-13	Science	Mary Begley / Stephanie Lin
EI-13a	National Geographic Bee	Mary Begley
EI-13b	National Geographic Mag.	Mary Begley / Stephanie Lin
EI-13c	Outside the Box Day	Mary Begley / Stephanie Lin
EI-14	Social Studies	Mary Begley
EI-14a	Greek Olympics	Mary Begley
EI-15	Special Needs	Mary Begley
EI-16	Field Trip (Buses)	Mary Begley
EI-17	SOL Club - Snacks	Mary Begley
EI-20	Habitat Day	Karrie Beaudry / Toni Wexler
EI-21	Technology	Mary Begley
SCHOOL HABITAT		
G-1	Grounds	Lindsey Englerth / Julie McGowan Flynn
G-2	Pond - Maintenance	Rob Shelton
G-3	Pond - Supplies	Rob Shelton
G-4	Aquarium - Maintenance	Rob Shelton
G-5	Aquarium - Supplies	Rob Shelton