

BARD HIGH SCHOOL EARLY COLLEGE PTAPARENTS SUPPORTING • TEACHERS INSPIRING
STUDENTS ACHIEVING ACADEMIC EXCELLENCE**CHECK REQUEST FORM****Fiscal Year 2011-2012**

Requester's Information		Request Date	___/___/___
Name			
Phone Number <i>To contact you if additional information is needed</i>		Email	
Explanation of Expense <i>Attach additional sheet if more space is needed</i>			

Payee Information	
Payee	
Address	
City / State / ZIP	
Amount of this check	\$ <input type="text"/> <input type="checkbox"/> <i>Check this box if you are submitting a refund check to the PTA</i>
Requester's Signature	

By signing and submitting this check request, I declare that the information and documentation that I am providing is correct.

Budget Allocation	
Account Name	
Account #	
Total Budgeted for this account	\$
Total spent from this account	\$
Balance available in this account	\$

Required Approvals		
Name	Signature	Date
Martha Olson <i>For requests by BHSEC staff only</i>		/ /
Principal Michael Lerner <i>For requests by BHSEC staff only</i>		/ /
PTA President Abe Suleiman <i>All requests</i>		/ /

Check Number		Treasurer's Name	
Check Date	/ /	Treasurer's Signature	

Notes

Email a scan of the completed form to CheckRequest@bhsecipta.org

CHART OF ACCOUNTS	
Chart of Accounts	2011-2012 Budget - Approved June 2011
50 Teachers/Principal	
50100 Textbooks	20,500.00
50200 Library and online resources	9,000.00
50400 Instructional and Administration Supplies	50,000.00
50450 Student Travel Programs	6,000.00
50700 Software, Equipment & Tech Supplies	1,200.00
50800 Emergency Fund	1,000.00
50820 Piano Tuning and Maintenance	1,500.00
50840 College Transfer Office/SAT Subsidies	10,000.00
50880 School Hospitality	1,000.00
50900 Principal's Discretionary	3,000.00
52 Student Programs	
52100 Sports	5,000.00
52200 Theater Production	2,000.00
52300 Planners	1,800.00
52400 Yearbook	1,000.00
52500 Graduation-related activities	7,500.00
52800 Student Activities	3,000.00
52820 SLT \$ to Students	300.00
54 School Facilities Improvements	
54100 School Facilities	5,000.00
56 PTA Programs	
56100 Lecture Fees/Materials	500.00
56200 Staff/Teacher Appreciation	1,000.00
56300 Potlucks, Picnics & Hospitality	800.00
56400 Online Communication & Services	750.00
56600 Third Street Music	45,000.00
58 PTA Administration	
58100 Fundraiser Expenses	8,000.00
58200 Bardware Expenses	3,500.00
58500 Supplies/Office Expense	1,000.00
58600 Accounting & Legal	900.00
58700 Miscellaneous Expense	750.00
58800 Bank Charges/Check Supplies	3,000.00

Check Request Guidelines

- ✓ Save a copy of this form and submitted receipts for your records
- ✓ Obtain all the required signatures to avoid processing delays.
- ✓ Place this check request in the PTA mailbox at BHSEC.
- ✓ All submitted documents shall become a permanent PTA record.
- ✓ Email a scan of the completed form and supporting documents to CheckRequest@bhsecipta.org
- ✓ Checks are cut by the second & fourth Thursday of each month
- ✓ Account balance reconciliation should be submitted to Treasurer by the last workday of each month.

BARD HIGH SCHOOL EARLY COLLEGE PTA

PARENTS SUPPORTING • TEACHERS INSPIRING
STUDENTS ACHIEVING ACADEMIC EXCELLENCE

CHECK REQUEST FORM

Fiscal Year 2011-2012