

***PCMS Foundation***

***Check Request Form 2017-2018***

***Please attach receipts or invoice to this form.***

Contact Kris Mamaghani at pcms.foundation.treasurer@gmail.com with any questions.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Person Requesting Check \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Make Check Payable To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (If different than person requesting check.)

Amount of Check Request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ Please give the check to Pam in the front office. I’ll pick it up from her.

\_\_\_\_\_\_\_ Please mail the check to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
|  | **Finance Committee** | **Amount** |
|  |  |  |
|  | Annual Fund |  |
|  | Audit |  |
|  | Book Fair |  |
|  | Classroom Support |  |
|  | Clinic Supplies |  |
|  | CV Classic |  |
|  | Discretionary Exp Principal |  |
|  | Faculty Allotment |  |
|  | Foundation Admin |  |
|  | Holiday Party |  |
|  | Insurance |  |
|  | Principal’s Fund |  |
|  | School Store |  |
|  | Spirit Wear |  |
|  | Staff Development |  |
|  | Technology & Equipment |  |

|  |  |  |
| --- | --- | --- |
|  | **Governance Committee** | **Amount** |
|  |  |  |
|  | BOD Training |  |
|  | Foundation Admin |  |
|  | Technology/Website/Email |  |

|  |  |  |
| --- | --- | --- |
|  | **Academics Committee**  | **Amount** |
|  |  |  |
|  | 6th Grade Bridge |  |
|  | Academic Teams |  |
|  | Art Fund |  |
|  | Building Foundations |  |
|  | Cultural Arts |  |
|  | Foundation Admin |  |
|  | Patriot Games |  |
|  | Registration Day |  |
|  | School Climate |  |
|  | Staff Conferences |  |
|  | STEM |  |
|  | Teacher Planning Sessions |  |

|  |  |  |
| --- | --- | --- |
|  | **Facilities/Hospitality**  | **Amount** |
|  |  |  |
|  | Conference Dinners |  |
|  | Discretionary Facilities |  |
|  | Fabulous Fridays |  |
|  | Foundation Admin |  |
|  | Garden |  |
|  | Hospitality |  |
|  | Pride of Peachtree |  |
|  | Staff Appreciation |  |
|  | TOTY Banquet |  |
|  | Staff Gift Fund |  |

**EXPLANATION OF EXPENSES**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**APPROVAL:**

 Committee Director Sub-Committee Chair Foundation Co-Chair

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR TREASURER’S USE: PAID:** Date: \_\_\_\_\_\_\_\_\_\_\_\_ Check #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_