



WASHINGTON ELEMENTARY SCHOOL

FORM FOR SUBMISSION OF P.T.O. EXPENSES

Please attach this form with all P.T.O. expense receipts to be turned in to the Treasurer.

Date: _____

Person submitting expense: _____ Phone: _____

Child's Name/Teacher where check to be sent to: _____

Group or Committee that expense is related to: _____

Nature of Expenditure: _____

Please enter the amount next to the line item to which this expense should be charged:

TEACHER/STAFF EXPENSE:

- \$ _____ Learning Center
- \$ _____ Lunch Equipment
- \$ _____ Miscellaneous Requests
- \$ _____ Staff Appreciation
- \$ _____ Staff Courtesy
- \$ _____ Student Council
- \$ _____ Teacher Education Fund
- \$ _____ Technology

PTO OPERATING EXPENSE:

- \$ _____ Babysitting
- \$ _____ Postage
- \$ _____ Printing/Copy costs
- \$ _____ Miscellaneous

COMMITTEE EXPENSE:

- \$ _____ Back to School Picnic
- \$ _____ Book Fair
- \$ _____ Box Tops, Target
- \$ _____ Carnival
- \$ _____ Clothing Sales
- \$ _____ Clubs
- \$ _____ Cultural Enrichment
- \$ _____ Directory
- \$ _____ Discovery Days
- \$ _____ Family Math/Reading Night
- \$ _____ Field Day
- \$ _____ Field Trip
- \$ _____ Fifth Grade Graduation
- \$ _____ Jr. Great Books/Reading Wolves
- \$ _____ Literary Festival/Team Quest
- \$ _____ Lunch Equipment
- \$ _____ Market Day
- \$ _____ Scholarship
- \$ _____ Yearbooks

TOTAL EXPENSE: \$ _____