

Yorktown High School PTA
5200 Yorktown Boulevard
Arlington, VA 22207

2020-21 REIMBURSEMENT AND CHECK REQUEST FORM

Instructions:

- 1) Please *complete* this form and attach the original receipt AND a photocopy of your personal check/customer copy of your credit card statement.
- 2) Obtain the authorized signature (see listing on the back of this form).
- 3) Mail, drop off, or scan the *approved* form and receipts to Dan Sennott, 2424 N Florida St, Arlington VA 22207.

*Questions: Dan Sennott, Treasurer, treasurer@yhspta.org
or 703-825-5863*

Date: _____

Submitted by: _____

Phone/Email (for any questions): _____

Amount: \$ _____

Check Payable to: _____

Preferred Means of Delivery (include mailing address if preferred):

Description of the expense:

Budget Line Item (see listing on back of form): _____

Authorizing Signature:

Print Name:

Account	Approval	Approval
6010 · Grants	Katrina Brubaker	externalvp@yhspta.org
6020 · Student Social Event Expenses	Katrina Brubaker	externalvp@yhspta.org
6040 · Staff Appreciation	Katrina Brubaker	externalvp@yhspta.org
6050 · Speaker Fund	Dana Milburn	president@yhspta.org
6070 · Community Read Program	Katrina Brubaker	externalvp@yhspta.org
6080 · Student Agendas	Dana Milburn	president@yhspta.org
6090 · Diversity Leadership Events	Dana Milburn	president@yhspta.org
6100 · Hospitality	Katrina Brubaker	externalvp@yhspta.org
6110 - Sentry Newspaper (Spring)	Katrina Brubaker	externalvp@yhspta.org
6120 · CCPTA Donation	Dana Milburn	president@yhspta.org
6125 · Graduation Boat Party Donation	Dana Milburn	president@yhspta.org
6130 · Community Instruction/Club Cafe	Katrina Brubaker	externalvp@yhspta.org
6140 · Principal's Fund	Dana Milburn	president@yhspta.org
6150 · Spirit Committee	Katrina Brubaker	externalvp@yhspta.org
6160 · Summer School Scholarships	Dana Milburn	president@yhspta.org
6180 · Families Helping Families	Katrina Brubaker	externalvp@yhspta.org
6190 · Science Fair	Dana Milburn	president@yhspta.org
6200 · Reflections	Katrina Brubaker	externalvp@yhspta.org
6210 · AP-Final Exam Study Night	Katrina Brubaker	externalvp@yhspta.org
6230 · Yearbook Ad	Katrina Brubaker	externalvp@yhspta.org
6400 · PTA Admin Expenses	Dana Milburn	president@yhspta.org
6500 · Misc Expense	Dana Milburn	president@yhspta.org
9000 · Boat Party Expense	Dana Milburn	president@yhspta.org
<i>Any expense not listed</i>	Dana Milburn	president@yhspta.org