



Arlington Science Focus School PTA

1501 North Lincoln Street
Arlington, VA 22201

2021-22 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 OR send a digital copy to treasurer@asfspta.com.

Please email Jay Kaveeshwar (ASFS PTA Treasurer) at treasurer@asfspta.com if you have any questions.

Amount: \$ _____

Date: _____

Payable to: _____

Submitted by: _____

Contact : _____
phone

_____ email

Delivery Information / Home Address: *(Checks will be sent via USPS or left in the ASFS office, as indicated)*

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 / Jay Kaveeshwar
PA-03	Bank Charges	Dena Porter / Kristi Tsiopanas
PA-04	Postage & Photocopying	Dena Porter
PA-05	General Expenses	Dena Porter
PA-06	Insurance	Dena Porter / Jay Kaveeshwar
PA-07	Nat'l, State & County Dues	Dena Porter / Jay Kaveeshwar
PA-08	Tax Return	Dena Porter / Jay Kaveeshwar
PA-10	PTA Dues Sponsorship	Dena Porter
PA-11	Accounting Software	Dena Porter / Jay Kaveeshwar
SCHOOL ADMINISTRATIVE		
SA-02	Curriculum & Staff Dev.	Mary Begley
SA-03a	Principal's Fund - Staff	Mary Begley
SA-03b	Principal's Fund - Student	Mary Begley
SA-04	Enrichment Scholarships	Dena Porter
FUNDRAISING EXPENSES		
F-02	No-Frills Fundraiser	Olga Kasyan
F-03	Auction	Olga Kasyan
F-04	T-Shirts / Other items	Olga Kasyan
F-15	Mural Project	Olga Kasyan
F-16	Kids Store	Amanda Sutton
ASFS COMMUNITY EVENTS		
P-01	Community Events (General)	Dena Porter
P-02	Back-To-School Picnic	Carrie Hill / Puja Valiyil
P-03	Book Swap/Ice Cream Social	Carrie Hill / Puja Valiyil
P-06	Parent Meetings	Dena Porter
P-07a	Staff Welcome (August)	Jay Gunasekera
P-07b	Staff Meals (P/T Conferences)	Jay Gunasekera
P-07c	Staff Appreciation Week	Jay Gunasekera
P-07d	Staff Appreciation (General)	Dena Porter
P-08	Community Service Programs	Kristen Jeffreys
P-23	Principal's List Breakfast	Mary Begley
P-24	5th Gr Promotion	Dena Porter
P-25	5th Gr Promotion T-shirts	Dena Porter
P-26	Kindergarten Orientation	Dena Porter
P-27	CCPTA Grant Fund Donation	Dena Porter

Code	Budget Account Name	Authorized Signature
EDUCATION & INSTRUCTION		
EI-01	Teacher Classroom Supplies	Mary Begley
EI-02	Art	Mary Begley
EI-02a	Art in the Classroom	Dena Porter
EI-02b	Reflections Contest	Dena Porter
EI-03	ESOL/HILT	Mary Begley
EI-04	Gifted Services	Mary Begley
EI-04a	Odyssey of the Mind	Dena Porter
EI-05	Investigation Station	Mary Begley
EI-06	Language Arts	Mary Begley
EI-07	Library inc. guest author	Mary Begley
EI-08	PE	Mary Begley
EI-09	Math	Mary Begley
EI-10	Music	Mary Begley
EI-13	Science	Mary Begley / Stephanie Lin
EI-13a	National Geographic Bee	Mary Begley
EI-13c	Outside the Box Day	Mary Begley / Stephanie Lin
EI-13e	STEM Night	Mary Begley / Stephanie Lin
EI-14	Social Studies	Mary Begley
EI-15	Special Needs	Mary Begley
EI-17	SOL Club Snacks	Mary Begley
EI-20	Habitat Week	Mary Begley / Stephanie Lin
EI-21	Technology	Mary Begley
EI-22	Social Emotional Learning	Mary Begley
SCHOOL HABITAT		
G-01	Grounds	Justin Gest
G-02	Pond & Stream	Dena Porter
G-04	Aquarium – Maintenance	Dena Porter
G-05	Aquarium – Supplies	Dena Porter
NON-REVENUE PROGRAMS		
NR-03	Yearbook	Michelle Shine
NR-04	5th Grade Class Gift	Dena Porter
NR-05	Holiday Helpers	Olga Kasyan
NR-06	5K & Fun Run	Jenn Hall
NR-07	Book Fair	Michelle Brydges
NR-08	School Supply Kits	Allison Horbaly / Mary Schmergel
NR-09	School Grants	Dena Porter