

Peddie Parents Association Expenditure Requisition Form

President: _____ Sheryl Oliver - soliverppa@gmail.com _____

Treasurer: _____ Betty Chiu - ch_bttys@yahoo.com _____

Class Representative: _____

Committee Chair: _____

Final Approval: _____

1. Please complete page 1 of this form and e-mail it to PPA Treasurer for approval. Kindly attach this form with all your receipts (in PDF, JPG or scan format) in the email.
2. Upon review and approval, PPA Treasurer will co-ordinate with the Business Office to arrange reimbursement to you. Checks are issued on every Wednesday.
3. For school's record purposes, please mail or drop off the paper form and **original** receipt(s) to Business Office as well.
4. In the case of a vendor direct billing to PPA (such as PFS, bookstore or outside vendor for Class Social), please specify that the bill goes to PPA c/o Sheryl Oliver, Betty Chiu and Committee Chair.
5. All expenditure requests **MUST be submitted prior to June 15, 2019**.

Date: ____/____/____

Submitted by: _____

Phone: _____

Expenditure Details (see page two for cost code):

Cost Code: _____

Description: _____

What: _____

Where: _____

Cost: \$ _____

Special Instructions: _____

Check made payable to: _____

Address to send check: _____

Expenditure (enter cost code & description on page one)	
Cost Code	Description
Fspring	Parent Spring Social
Fpostage	Office Supplies/Printing
Fgolf	Golf Outing
Fblair	Blair Day
Fcommsvc	Community Day
Fprom	Prom Event
Fvespers	Vespers
Ffineart	Performing & Fine Arts
Fbabprom	Spring Dance (Baby Prom)
Fcommgrd	Common Ground
Ffacappr	Faculty/Staff Appreciation/ Sunshine Committee
Ftreats	Student 
Fabove	Above & Beyond
Fjunior	Junior Class Social
Fsoph	Sophomore Class Social
Ffreshman	Freshman Class Social
Fmisc	Miscellaneous
Fmtgfood	PPA Meeting Food Service

 Includes Halloween/Valentine's Day/Exam Treats, etc.