

New Eagle Elementary School

EXPENSE REIMBURSEMENT / CHECK REQUEST FORM

Send To: Julie Barnes, Treasurer
 1204 Wisteria Drive
 Malvern, PA 19355
 (treasurer@neweaglepto.org)

**Fill out this form to request expense reimbursement or to have invoices paid.
Attach all receipts or invoices/contracts and retain a copy for your records.**

Date: _____ Submitted by: _____ Amount: _____

Make check payable to: _____

Put in school mailbox

or

Mail check to: _____

Description:

Select a category below for this expense

1st Grade	
2nd Grade	
3rd Grade	
4th Grade	
4th Grade Conestoga Relay Shirts	
4th Grade End of Year	
4th Grade School Store	
4th Grade Spirit Wear	
Administrative	
Afterschool Clubs	
Animal Care	
ARCH	
Beautification	
Book Fair - Barnes & Noble	
Book Fair - Fall Sale	
BUILD	
Character Building	

Cultural Arts - Assemblies/GLPs	
Cultural Arts - Author Visit	
Cultural Arts - Residency	
Dental Clinic	
Directory	
Field Day	
FLITE	
Friends of the PTO	
Golden Apple Grant	
Green Committee	
Ice Cream Social	
Kindergarten	
Kindergarten Teas	
Learning Fair	
New Eagle Day of Giving	
New Family Orientation	
Parent Social	

Pizza Bingo	
PTO Refreshments	
School Supply Kits	
Skating Parties	
Spirit Committee	
Spring Fair	
Staff Recognition - Events	
Staff Recognition - Gifts	
Students - Study Skills	
Teacher Room Fund	
Technology Initiative	
Trunk or Treat	

Other: _____

