

**WEST UNIVERSITY ELEMENTARY SCHOOL
PTO EXPENSE AUTHORIZATION FORM
SCHOOL YEAR 2009 - 2010**

Checks will be written within 2 weeks of the request

Date _____

Check one:

_____ Request for invoice payment (Attach invoice)
Tax id # of vendor _____
Date due _____

_____ Expense Reimbursement Request (Attach receipts -- please remember to show your sales tax exemption form as we CAN NOT reimburse sales tax!)

Make check payable to _____

Please mail _____ Return to _____

PTO Budget Account & Sub-account _____
(See complete list: please list sub-account too, if applicable)

Reason for Check _____

Check amount \$ _____ Date check needed _____

Requested by _____ Phone # _____
E-mail _____

Approved By _____
Requests without approved signature will be returned-see attached for list

Put this request form in the PTO Treasurer's box in the school office or mail to:

**Kelli Walsh, PTO Treasurer
3722 Georgetown
Houston, Texas 77005
713-663-7292**

PTO 2009-2010 WUES PTO Expense Accounts with Sub Accounts

Account: Administration

Approver: Andy Chan

Sub-Accounts: Administration Activities, Board Discretion, Insurance, President Discretion, Kindergarten Coffee, Newcomer Hospitality, Treasurer Expenses, Website, Child Advocacy

Account: Auction

Approver: Kathy Kehn and/or Suzanne Rose

Sub-Accounts: Administration, Decorations, Entertainment, Facilities, Food/Beverage, Auction Tracker

Account: Book Fair

Approver: Gretchen Mazziotti

Sub-Accounts: Administration, Decorations, Food/Beverage, Library Purchase/Cost of Books

Account: Carnival

Approver: Laura Mireles and Michelle Lopez Varma

Sub-Accounts: Administration, Food, Tickets, Gift Wrap, Games

Account: Curriculum Enrichment

Approver: Robin Ward

Sub-Accounts: Administration, Accelerated Reader, Art Enrichment, Author Visits, International Festival, Math Enrichment, Science Enrichment, Speakers, Technology Enrichment

Account: Facilities

Approver: Andy Chan

Sub-Accounts: Building/Grounds, Playground Equipment, Playground Maintenance, Basketball Pavilion, PODS

Account: Service

Approver: Dale Waller and/or Kim Thoss

Sub-Accounts: Directories, School Supplies, Sanctuary, Service Projects, Falmingo/Star Fundraising

Account: Teacher/Staff Support

Approver: Andy Chan

Sub-Accounts: Gifts, Instructional Materials, Principal Discretion, Professional Growth, Classroom Setup, Supply Room

Account: VIPS

Approver: Laura Mireles

Sub-Accounts: Hospitality, Wonderful Wednesday

Expenses Accounts with No Sub-Accounts

Account: Birthday Book Club

Approver: Janet Childers, Beth Murphy and Aleshia Hybarger

Account: Fifth Grade

Approver: Cheryl Butler

Account: First Day Packets

Approver: Becky Eisenburg

Account: Grade Level Program

Approver: Cheryl Butler

Account: Room Reps

Approver: Cheryl Butler

Account: Underwriting

Approver: Sherri Arbour

Account: Tech/Computer Support

Approver: Kathy Kehn

Account: West U Gear

Approver: Rendle Cadena and Wendy Yu

Account: Yearbook

Approver: Amanada Dearborn and Sabrina Brannen