Notre Dame PTG Reimbursement / Deposit Form

1. Complete form for each payee or deposit.
2. Check applicable account category.
3. Attach receipt of back-up documentation.
4. Submit to: **PTG Treasurer – Jeanne Kemp**

Circle One: **Mail Check** **Pick-up**

Check payable to:_____

Street Address:_____

City/ST/Zip Code:_____

Phone Number:_____

Submitted by:_____

Date:_____

Expense Category (check one):

□ 6565.04 Book Fair
□ 6566.04 Cross Stitch
□ 6567.04 End of School Picnic / Pool
□ 6587.04 Family Fun Night
□ 6570.04 Fashion Show
□ 6571.04 Fine Arts Program
□ 6573.04 Graduation / Ribbon
□ 6576.04 Hospitality / Welcomes
□ 6585.04 Italian Dinner
□ 6568.04 Kids Art
□ 6583.04 Parents Night Out
□ 6580.04 PK-4 parties
□ 6586.04 School Purchases

Total Payable $_____

□ 6579.04 Shop & Share
□ 6584.04 Sock Hop
□ 6582.04 Summer Reading
□ 6564.04 Supplies / Printing / Paper
□ 6569.04 Sympathy Memorials
□ 6575.04 Teacher Endowment Fund
□ 6589.04 Teacher Gifts
□ 6588.04 Teacher lunch / Christmas lunch
□ 6563.04 Thank You Celebration
□ 6578.04 Walk-A-Thon
□ 6562.04 Wear Your Pride
□ 6561.04 Wrapping Paper
□ 6590.04 Miscellaneous

Revenue (check one):

□ 4433.04 Book Fair
□ 4438.04 Fashion Show
□ 4446.04 Fine Arts Program
□ 4439.04 General Mills Box Tops
□ 4447.04 Italian Dinner
□ 4436.04 Kids Art
□ 4435.04 Market Day

Deposit $_____

□ 4445.04 Parents Night Out
□ 4434.04 Shop & Share
□ 4442.04 Summer Reading
□ 4448.04 Wear Your Pride
□ 4449.04 Wrapping Paper
□ 4450.04 Other