

Treasurer Use Only:
 Check Cleared at Bank ()
 Check Number: _____
 Check Date: _____
 Check Amount: _____
 Issuer Initials: _____

Somers School Community, Inc. Expense Requisition Form

Please note the following prior to submitting expense requests(s):

- ∞ Expenses must be within SSC approved budget. Expenses occurred beyond approved budget will not be paid until voted on at SSC monthly meeting.
- ∞ Use a separate form for each payee and category.
- ∞ Attach receipts to each form.
- ∞ Leave completed forms in “Treasurer” folder in the SSC file box located in school office, or bring to monthly SSC meeting.
- ∞ Requisitions will be collected by SSC Treasurer at SSC monthly meetings.
- ∞ SSC Treasurer will issue checks one to two times per month following the SSC monthly meeting.

Date Submitted: _____ **Amount:** _____

Payable to: _____ **Deliver to:** _____

Street Address: _____

City, State, Zip: _____ **Phone Number:** _____

Category (Check Below):

| | | |
|---|--|--|
| <input type="checkbox"/> 5th Grade Moving On Activities <input type="checkbox"/> Accelerated Reading Program <input type="checkbox"/> Bank Fees <input type="checkbox"/> Bare Books <input type="checkbox"/> Battle of the Books <input type="checkbox"/> Book Fair <input type="checkbox"/> Butter Braid Sale <input type="checkbox"/> Child Care <input type="checkbox"/> Enrichment Spending Proposals Specify: _____ <input type="checkbox"/> Family Activities: Family Picnic <input type="checkbox"/> Family Activities: Sock Hop <input type="checkbox"/> Family Activities: Variety Show <input type="checkbox"/> Family Activities: Other | <input type="checkbox"/> Field Trip Discretionary <input type="checkbox"/> General Fund <input type="checkbox"/> Great State SI Magazine <input type="checkbox"/> IXL <input type="checkbox"/> Lowe’s e-reader Grant <input type="checkbox"/> National Geography Bee <input type="checkbox"/> Original Art Works <input type="checkbox"/> Pie Sale <input type="checkbox"/> Popcorn Supplies <input type="checkbox"/> Postage <input type="checkbox"/> Raz Kids <input type="checkbox"/> Scholastic Story Works <input type="checkbox"/> Sheriff’s Safety Poster Contest | <input type="checkbox"/> Spirit Wear <input type="checkbox"/> Sports Day <input type="checkbox"/> Spring Flower Sale <input type="checkbox"/> SSC, Inc. Discretionary Fund <input type="checkbox"/> Stock Market Simulation <input type="checkbox"/> Super Science Magazine <input type="checkbox"/> Vendor Fair/Color Run <input type="checkbox"/> Word Masters Challenge <input type="checkbox"/> Yearbook <input type="checkbox"/> Other _____ |
|---|--|--|

Please provide expense details below:
