

**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):**

( )4K Playground Equipment	( )Family Activities: Other_____	( )Scholastic Story Works
( )4 <sup>th</sup> Grade WI Studies Weekly	( )Field Trip Discretionary	( )SSC Outreach
( )4 <sup>th</sup> of July Parade	( )General Fund	( )Sheriff's Safety Poster Contest
( )5th Grade Moving On Activities	( )Great State WI Magazine	( )Sound System
( )Bank Fees	( )National Geography Bee	( )Spirit Wear
( )Battle of the Books	( )Field Trip Discretionary	( )Sports Day
( )Book Fair	( )General Fund	( )Stock Market Simulation
( )Butter Braid Sale	( )Memorial for Bailey	( )Teacher Appreciation
( )Child Care	( )Pie Sale	( )Weekly Readers
( )Enrichment Spending Proposals	( )Popcorn Supplies	( )Word Masters Challenge
Specify:_____	( )Postage	( )Words I Use
( )Family Activities: Family Picnic		( )Yearbook
( )Family Activities: Dance		( )Other_____
( )Family Activities: Variety Show		

**Please provide expense Details below:**

\_\_\_\_\_  
\_\_\_\_\_