



Rachel Carson Middle School PTA REIMBURSEMENT REQUEST FORM

To process your request for reimbursement from the RCMS PTA, the following is required:

- This completed form (all fields required unless otherwise marked)
- Invoices or ORIGINAL receipts, attached to this form
 - Credit card statements are not permitted

Date of Request:	
Person Making Request:	
Phone (optional):	
Email:	
Committee or Project: (See Page 2)	
Reason for Disbursement:	
Amount Requested:	
Check Payable To:	
Mail Check To: (Name and Address)	
Approved By: (Executive Board Member)	

Treasurer's Use Only

Check Number:	
Amount of Check:	
Date Check Written:	
Date Check Sent:	



Rachel Carson Middle School PTA Guidelines of PTA Expenditures 2023-2024 School Year

Expense categories have been identified for the annual budget. This section clarifies the intent of these categories.

8th Grade Celebration. Income received from ticket sales is directly applied to the 8th grade celebration expenses.

Book Fair Expenses: Cost of items sold at the annual Book Fair, paid directly to Bookworm Central.

Carson Cares: cost of to support Carson Cares

Event Expenses: Open Mic, Movie Night, Multicultural Night, Visual Arts Exhibition, Basketball Game, etc.

Fundraising Expenses: Cost of materials to create Candy Grams and hold Fun Run.

Going Green: cost of composting service organized by Going Green club.

Library: Profit from the annual Book Fair benefits the RCMS Library.

PTA Operating Expenses: Operational costs for the PTA. Includes bank fees, envelopes, stamps, materials, liability insurance, software, and website.

PTA Dues: Payment of dues to National, State, and Local PTA. Approx \$4 per member, estimate of 200 members.

Principal's Request: Allocated to pay for an expenditure requested by the RCMS Principal, Gordon Stokes. **Must be pre-approved by the Executive Board.**

Student Team Building. Allocated for \$300 per team for student team building throughout the year. For the 2023-2024 school year, there are 11 teams.

Speaker: The school may have a speaker this year.

Spirit Wear Expenses: Cost of items sold, paid directly to the vendor.

Staff Appreciation: The PTA Board will recognize RCMS staff throughout the year. This may not be initiated by anyone not on the PTA Board **and must be pre-approved by the Executive Board.**

Student Extended Learning: Allocated for school counselor mentoring.

Student Wellness & Enrichment. Reflections, and Art Programs.

Teacher Mini Grants. For teachers who are PTA Members to fund activities that support classroom learning.

Technology. Allocated for student technology purchases.

Volunteer Appreciation. The PTA Board will recognize volunteers for their contributions to RCMS. **Must be pre-approved by the Executive Board.**