Allow up to 4 weeks for check preparation

TOPS - Request For Payment 2009 - 2010
revised SEPT 2009

Step 1. Enter amount, who/where to send check and description of expense
Step 2. Please circle the correct Expenditure code (see below) for this expense.
Step 3. Attach original invoice or paid receipt or short explanatory note.
Step 4. Obtain signature of appropriate Project Manager or Committee Chair
Step 5. Submit completed form with attached documentation to TOPS Treasurer.

NOTE: CHECK REQUEST WILL BE RETURNED WITHOUT ALL STEPS COMPLETED

Amount of Request: $ 
Describe what money was/will be used for:

Issue Check to:
Name
Address
City, State, Zip

Expenditure Codes - circle one

Friends of Tops Budget Codes
Core Curriculum
1 4th Grade Literacy Circles
2 Art Supplies
3 Building Budget Support
4 Certified Teacher Materials
5 Copier Budget
6 Grant Writer
7 Library supplies / Multi-Cultural Resources
8 Literacy Block
9 Peak
10 Planting the Seeds
11 Salmon
12 Science Materials
13 Technology & Curriculum Integration
14 Tutoring

Community
15 Art Fest
16 Child Care
17 Eighth Grade Passage
18 Family Support Worker Special Needs
19 Kindergarten Playground and Memorial
20 Newsletter
21 Olweus Bullying prevention program
22 Parent Conferences
23 Parent Forum - Birds and Bees (Oct 2009)
24 Pizza Topics
25 Principal's fund
26 Safety
27 Scholarship Fund
28 School Directory
29 Staff Appreciation
30 Stewardship
31 Volunteer Coordinator

Multi-cultural
32 Multicultural education
33 Taste of TOPS

Overhead & Miscellaneous
34 Auction Expense
35 Contingency
36 No Bake Sale Expenses
37 Site Council Finance Expenses
38 Survey Monkey
39 Website

Enrichment
40 ACT Theatre's Young Playwrights program
41 Ceramic Wheel Instructor
42 Chinese Program
43 Drama - 3rd Grade Workshop
44 Drama -MS & Elementary plays
45 Math Camp
46 Music - Choir program/Band/Strings
47 Oral History Project
48 Topics - Reimbursement
49 Upfront for 7th and 8th graders (newspapers)
50 Visiting Artists
51 Visual Artist / Artist in Residence (Cynthia)
52 Writers in Schools
53 Writer's Workshop

Special Reserve and Club Accounts
54 2007 Auction - PE
55 Math Olympia Club
56 2004 Auction - Gym Sound
57 Auction 2006-Teacher Excell.Fd
58 Auction project 2003
59 Chess Club
60 Facilities Reserve
61 King County Grant (Soc. Just.)
62 Mandarin Chinese Program
63 Math Enrichment program
64 Net Video Sales Drama
65 Ski Club
66 Other:___________

PLEASE SIGN AND WRITE YOUR NAME

Requested by: ___________________________ Date: __________

Approval of Project Manager: ___________________________ Date: __________

Treasurer Approval: ___________________________ Date: __________