

Parent Club Expense Submission

SEND TO:

allow 5-7 days for check

Deb Runnoe

4322 Plantation Court, De Pere, WI 54115

Make Check Payable to:	Send Check to:	Date of Event:
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REDBIRD RALLY

Store	Cost	Description	Category (Food, Activity, Music, Supplies, Spirit Item)
	\$		
	\$		
	\$		
	\$		
	\$		

HOLLYCRAFT

Store	Cost	Description	Category (Adv. Cust, Gift Cert, Mgmt, Signs, Security,Supplies, Tables)
	\$		
	\$		
	\$		
	\$		
	\$		

STAFF APPRECIATION

Store	Cost	Description	Category (Food/supplies)
	\$		
	\$		
	\$		

POST PROM

Store	Cost	Description	Category (Entertainment, Food, Supplies, Prizes)
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		

SENIOR NIGHT ON THE FIELD

Store	Cost	Description	Category (Food)
	\$		
	\$		

COMMENCEMENT SOCIAL

Store	Cost	Description	Category (Food/supplies)
	\$		
	\$		
	\$		

please complete reverse side

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GRAD BASH

Store	Cost	Description	Category (Ent, Refreshment, Custodian, Prizes, Supplies)
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		

ADMINISTRATIVE EXPENSES

Store	Cost	Description	Category -- see list
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		

Administrative Expense Categories:

website, supplies, Board discretionary, bank fees, postage, accounting, academic awards, scholarships, parent directory

Signature of Requestor

\$

total check amount