

**John Burroughs School Parents Council  
Expense Reimbursement/Disbursement Request**

*To be reimbursed for money spent on JBS activities, please fill out the form below. Please check your budget with your Committee Chair before requesting reimbursement. Spending funds beyond the budgeted amount requires prior Parents Council Board approval. **Please attach all receipts/invoices and use the account numbers listed on the back of this form.***

Date: \_\_\_\_\_

Please pay to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Item	Cost

Total to be reimbursed: \$ \_\_\_\_\_

**Parents Council Committee:** \_\_\_\_\_ **Acct Number:** \_\_\_\_\_

Check requested by: \_\_\_\_\_

Phone and/or e-mail: \_\_\_\_\_

Please mail check

Hold check for pick up at JBS Business Office

*Checks available for pick up after Noon on Fridays if expense forms are turned in by Tuesday.*

*The items above have been purchased for the benefit and/or use of the JBS Parents Council.*

\_\_\_\_\_  
*Your signature*

\_\_\_\_\_  
*Date*

*Parents Council Approval:*

\_\_\_\_\_  
*Signature of Committee Chair or Committee Treasurer*

\_\_\_\_\_  
*Date*

**FOR BUSINESS OFFICE USE:**

**VENDOR ID:**

Account(s) Charged: \_\_\_\_\_

**VOUCHER #:**

Payment Approved: \_\_\_\_\_

*Business Manager*

*Date*

General	Income
Fund Balance	3600-000
Summer Opportunities Fair Rev	3603-000

Gifts to PC Fundraisers	Income
Wish List	3607-000
Unique Boutique	3608-000
Potpourri	3609-000
Auction	3610-000

Operating Budget	Expense
ISE Chapter	3611-000
ISE Student Allowance	3612-000
Family Network	3615-000
Graduation Flowers	3616-000
Hospitality – Teacher Appreciation	3618-000
Hospitality – Annual Meeting	3619-000
Lost and Found	3620-000
President Discretionary Fund	3621-000
Senior Parents Party	3622-000
Student Parties & Activities	3623-000
Summer Opportunities Fair Exp	3624-000
Year End Bonuses	3626-000
Miscellaneous Expenses	3627-000
“The Producers”	3628-000
Grade Level Party Support	3629-000

Unique Boutique	Income	Expense
Exhibitor Revenue	3631-000	
Admission Fee	3632-000	
Signatures	3633-000	3634-000
Plants	3635-000	3636-000
Incredible Edibles	3637-000	3638-000
Teacher Booth	3639-000	3640-000
Café	3641-000	3642-000
Gift Wrap/Raffle/Misc	3643-000	3644-000
Advertising		3651-000
Printing		3652-000
JBS Overtime		3653-000
Postage		3654-000
Rentals		3655-000
Miscellaneous Expenses		3656-000
Copies		3657-000

Potpourri	Income	Expense
Bakery	3661-000	3662-000
Best of Everything	3663-000	3664-000
Books	3665-000	3666-000
Snow Cones/Cotton Candy	3667-000	3668-000
General Sale	3669-000	3670-000
Jewelry	3671-000	3672-000
Plants	3673-000	3674-000
Raffle	3675-000	3676-000
Recycled Rags	3677-000	3678-000
Restaurant	3679-000	3680-000
Saturday Snacks	3681-000	3682-000
Sorting Room Supplies		3683-000
Publicity		3684-000
Set-Up Supplies		3685-000
Start Up Cash		3686-000
Meetings/Hospitality		3687-000
Postage		3688-000
Copies		3689-000
Maintenance Dept		3690-000
Other Expenses		3691-000

Auction	Income	Expense
Auction Items	3692-000	3693-000
Sign Up Parties	3694-000	3695-000
Sustainability Project		3696-000
Decorations		3697-000
Postage		3698-000
Printing		3699-000
Supplies		3700-000

Class Dinners	Income	Expense
7 <sup>th</sup> Grade Dinner	3701-000	3701-000
8 <sup>th</sup> Grade Dinner	3702-000	3702-000
9 <sup>th</sup> Grade Dinner	3703-000	3703-000
10 <sup>th</sup> Grade Dinner	3704-000	3704-000
11 <sup>th</sup> Grade Dinner	3705-000	3705-000
12 <sup>th</sup> Grade Dinner	3706-000	3706-000

Non-Budgeted	Expense
Annual Dinner	7306-400
Back to School Night	7484-500
Cookies	8400-900
Library	6450-200