

# Friends of TOPS

## Check Request Form, School Year 2019-20

### Section 1: Expense Type

Please check one of these boxes for the appropriate expense type:

Out of pocket reimbursement

Vendor invoice for product/service

### INSTRUCTIONS

1. READ DETAILED INSTRUCTIONS ON PAGE 2!
2. Fill out this form
3. Get it signed by program manager/approver
4. Scan and email to treasurer@topsk8.org

### Section 2: Payment Information

Payee information

Name of Payee	
Mailing address	
Contact name (if payee is a vendor)	
Email	
Phone	

Requested amount

\$

### Section 3: List of 2019-20 Funded Programs

Check one box only! (Program Manager listed after each program.)

#### Community

<input type="checkbox"/>	8th Grade Passage (Jenny Gamache)
<input type="checkbox"/>	Community Building (Tina Shereen)
<input type="checkbox"/>	Deaf Culture Week (Laura Obara Gramer)
<input type="checkbox"/>	DHH Family Night (Laura Obara Gramer)
<input type="checkbox"/>	Family Directory (Sharon Lynch Grey)
<input type="checkbox"/>	Food Security Backpacks (TBD)
<input type="checkbox"/>	Ice Cream Social (Ian Dickson)
<input type="checkbox"/>	Kinder Kamily History (Akiko Yabuki)
<input type="checkbox"/>	New Family Orientation (TBD)
<input type="checkbox"/>	Talent Show (Stacy Yen)
<input type="checkbox"/>	Taste of TOPS (Akiko Yabuki)
<input type="checkbox"/>	Teacher Appreciation (TBD)

#### Enrichment

<input type="checkbox"/>	Activity Bus Coordinator (Amy Schwentor)
<input type="checkbox"/>	After School Enrichment Scholarships (Stacy Yen)
<input type="checkbox"/>	Art Supplies for K-8 (Suzanne Wakefield)
<input type="checkbox"/>	Battle of the Books (Thadeus Brown)
<input type="checkbox"/>	Drama & Movement Program (Nicholas Schirmer)
<input type="checkbox"/>	Environmental Ed. Scholarship (K. Leppy & D. Bloedel)
<input type="checkbox"/>	Kindergarten Dance (Melody Bernal)
<input type="checkbox"/>	Library Development (Nicholas Schirmer)
<input type="checkbox"/>	Music (Ted MacGovern)
<input type="checkbox"/>	Phenomenal Falcon Fund (Amy Schwentor)
<input type="checkbox"/>	Photo Class (Don Zemke)
<input type="checkbox"/>	Portable Cameras (Don Zemke)
<input type="checkbox"/>	TOPICS (Kathy Cowles)
<input type="checkbox"/>	Unicycle & Circus Arts (Don Zemke)
<input type="checkbox"/>	Urban Horticulture (Kacy Leppy)

#### Overhead

<input type="checkbox"/>	Annual Fall Fund Drive (Laura Baker & Amber Gee)
<input type="checkbox"/>	Auction Expenses (Trevor Lalish-Menagh)
<input type="checkbox"/>	Finance and Bank Fees (Ted MacGovern)
<input type="checkbox"/>	Principal's Discretionary Fund (Amy Schwentor)
<input type="checkbox"/>	Site Council Food (Amy Astle-Raaen)
<input type="checkbox"/>	Snack Closet (Donna Peters)
<input type="checkbox"/>	Volunteer Coordinator (Tanya Mertel & Teri Gaines)

#### Academics

<input type="checkbox"/>	Certificated Teacher Stipend (Amy Schwentor)
<input type="checkbox"/>	IA Fund (Amy Schwentor)
<input type="checkbox"/>	Math & Reading Intervention (Amy Schwentor & Mark Ellis)
<input type="checkbox"/>	Planting the Seeds (Shannon Hieger)
<input type="checkbox"/>	Science Materials (Dan Bloedel)
<input type="checkbox"/>	Writers in the School (Marianne Clarke)
<input type="checkbox"/>	Young Playwrights Project (Marianne Clarke)

#### Other

Class funds (PM: see list on back)

NOTE: Which grade level? Please circle one:  
K 1st 2nd 3rd 4th 5th 6th 7th 8th

### Section 4: Signatures and Approvals

Requester:

Print name \_\_\_\_\_

Sign name \_\_\_\_\_

Date \_\_\_\_\_

Program Manager/Approver:\*

Print name \_\_\_\_\_

Sign name \_\_\_\_\_

Date \_\_\_\_\_

\* The Payee and Program Manager/Approver cannot be the same person. See page 2 for details.

# Check Request Form Instructions, school year 2019-2020

**Fill out the form on page 1** to get reimbursed for an out-of-pocket expense or to pay a vendor invoice.

## Helpful tips

- This form is used to get reimbursed for an out-of-pocket expense (most common) or to pay a vendor invoice. An out-of-pocket expense is something you paid for yourself but want to be reimbursed from a funded Friends of TOPS (FOT) program. In section 1, check the appropriate box.
- Name of Payee — to whom should the check be made out?
- Mailing address — most checks go through the mail so this is **required**
- To electronically sign the form on page 1: [How to Electronically Sign PDF Documents Without Printing and Scanning Them](#)
- For Class Funds
  - On the front of this form, after checking the *Class funds* box, indicate for which grade the class fund expense is associated
  - Each class's Room Rep is the Program Manager/Approver. (See table at the bottom of this page.)
  - If you're the Room Rep and you're need to be reimbursed for an out-of-pocket expense, have the teacher fill out and sign the Program Manager/Approver section of the form

## This form will be sent back if:

- Receipt(s) or invoice aren't attached or included somehow
- Fields are left blank
- The Payee and Program Manager/Approver are the same person. If you're a Program Manager and you're asking for yourself to be reimbursed, please get someone else to sign in the Program Manager/Approver — e.g. a teacher or another parent who can verify you spent what you say you spent on the FOT program.
  - A Requester can make a request to reimburse themselves (i.e. Requester is the same as the Payee), but someone else needs to approve it.

## List of PMs for class funds

Signe Lalish-Menagh	signe@signerose.org	Room Rep - K - Jordan Griffith & Melody Bernal
Lindsay Calkins	lindsay.dell.calkins@gmail.com	Room Rep - 1st - Danielle Rosenberg
Michi Nair	michinair@gmail.com	Room Rep - 1st - Kevin Miller
Akiko Yabuki	Akikoyab@aol.com	Room Rep - 2nd - Natasha Gislason
Mai Ketcherside	mai.ketcherside@gmail.com	Room Rep - 2nd - Emily Williams
Yvonne Devineni	yvonne.devineni@gmail.com	Room Rep - 3rd - Sydney Silver
Rachael Taylor	rachaelmeadtaylor@gmail.com	Room Rep - 3rd - Kacy Lebby
Delight Roberts	altatahoe@hotmail.com	Room Rep - 4th - Katherine Hinn & Katie Waters
Ruslana Sabbagh	tanya_ua78@hotmail.com	Room Rep - 5th - Danielle Alon & Heidi Herr
Lori Tate	loritateart@outlook.com	Room Rep - 6th - Marianne Clarke & Guy Lawrence
Kris Shaw	kris.shaw@gmail.com	Room Rep - 7th
Margaret Ales	maggieales@gmail.com	Room Rep - 8th

Questions? Send them to [treasurer@topsk8.org](mailto:treasurer@topsk8.org)