



EL MONTE UNION HIGH SCHOOL DISTRICT

## Business Department PTA Donation Worksheet

3537 Johnson Avenue, El Monte, California 91731

School \_\_\_\_\_

When form is completed, please submit to Principal of the School

Date of PTA Board Meeting \_\_\_\_\_

Motion \_\_\_\_\_, Second \_\_\_\_\_, Approval - Yes \_\_\_\_\_ No \_\_\_\_\_

Date of PTA Association Meeting \_\_\_\_\_

Motion \_\_\_\_\_, Second \_\_\_\_\_, Approval - Yes \_\_\_\_\_ No \_\_\_\_\_

**Total Donation from PTA** \$ \_\_\_\_\_

For School Year \_\_\_\_\_

PTA President Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature Date \_\_\_\_\_ Date \_\_\_\_\_

Principal is to submit form to EMUHSD Accounting Department. PTA at any time may request a budget printout for review from the School Principal.

For School Site Use:

The donation is recommended for use in the following area(s).

Field Trips ☐

Student Enrichment ☐

Site Development ☐

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For EMUHSD Accounting Department Use: Note Program Categories for budgetary purposes

Revenue Budget to be increased: 01.0 010001.0 19002 00000 8699 XXX000

Expenditure Budget to be increased: 01.0 90002.0 11100 10000 5880 XXX000

Date Accepted by the Board of Education: \_\_\_\_\_

1. Original to EMUHSD Accounting Department 2. Copy to PTA President 3. Copy to School Principal