



## WARRANT / CHECK REQUEST

FOR TREASURER USE ONLY:

|                              |                     |
|------------------------------|---------------------|
| Date Warrant Received: _____ | Check Number: _____ |
|------------------------------|---------------------|

**The Treasurer of the Santa Monica-Malibu Council of PTAs Will Please Prepare a Check**

|                                                                                                                                                                             |                                    |                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------|
| <b>PAYABLE TO:</b>                                                                                                                                                          |                                    | XXXXXXXXXXXXXXXXXX |
| <b>FOR THIS TOTAL AMOUNT:</b>                                                                                                                                               |                                    | \$ _____           |
| <b>FROM THE FOLLOWING BUDGET LINE ITEM:*</b><br>(see page 2)                                                                                                                |                                    | XXXXXXXXXXXXXXXXXX |
| <b>AND SENT TO THIS ADDRESS:</b><br>(unless arranged otherwise with John)                                                                                                   |                                    | XXXXXXXXXXXXXXXXXX |
| <b>ITEMIZE YOUR RECEIPTS HERE WITH A DESCRIPTION OF THE EXPENSE ON THE LEFT, AND THE RECEIPT AMOUNT ON THE RIGHT</b> (total here should equal the total of requested check) |                                    | \$ _____           |
|                                                                                                                                                                             |                                    | \$ _____           |
|                                                                                                                                                                             |                                    | \$ _____           |
|                                                                                                                                                                             |                                    | \$ _____           |
|                                                                                                                                                                             |                                    | \$ _____           |
|                                                                                                                                                                             | <b>TOTAL OF ITEMIZED RECEIPTS:</b> | \$ _____           |
| <b>*PLEASE SUBMIT A SEPARATE WARRANT FOR EACH LINE ITEM SO EXPENSES CAN BE CATEGORIZED</b>                                                                                  |                                    | XXXXXXXXXXXXXXXXXX |

President: \_\_\_\_\_ Date: \_\_\_\_\_  
 Nicole Faries, SMMPTA Council President 2025-26

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_  
 Yvonne Kawano, SMMPTA Council Recording Secretary 2025-26

Please scan copies of receipts/invoices and email to John Jericiau at: [smmptatreasurer@gmail.com](mailto:smmptatreasurer@gmail.com)

Alternately, you can attach original receipts/invoices and mail to:

**SMMPTA Council**  
**ATTN: John Jericiau, Council Treasurer**  
**1717 4<sup>th</sup> St**  
**Santa Monica, CA 90401**

|                          |                             |                                |                            |
|--------------------------|-----------------------------|--------------------------------|----------------------------|
| Organizational Expenses  |                             |                                |                            |
|                          | President's Retreat         |                                |                            |
|                          | CPA Taxes                   |                                |                            |
|                          | Calendars                   |                                |                            |
|                          | Communication & Translation |                                |                            |
|                          | Conferences                 |                                |                            |
|                          |                             | Council Training Workshops     |                            |
|                          |                             | State and National Conventions |                            |
|                          |                             | 33rd Training                  |                            |
|                          |                             | Legislative Conference         |                            |
|                          | Founder's Day               |                                |                            |
|                          | Hospitality                 |                                |                            |
|                          | Insurance                   |                                |                            |
|                          | Leadership/Outreach         |                                |                            |
|                          | Officer's & Chair's Expense |                                |                            |
|                          | Postage                     |                                |                            |
|                          | Printing                    |                                |                            |
|                          | State Registration fee      |                                |                            |
|                          | Website                     |                                |                            |
|                          | Zoom Subscription           |                                |                            |
| Program Service Expenses |                             |                                |                            |
|                          | Community Events            |                                |                            |
|                          |                             | Martin Luther King Celebration |                            |
|                          | Holiday Brunch              |                                |                            |
|                          | Honorary Service Awards     |                                |                            |
|                          | HSA Installation            |                                |                            |
|                          | Student Welfare & Education |                                |                            |
|                          |                             | Preschool Classroom Support    |                            |
|                          |                             | Olympic High Support           |                            |
|                          |                             | Ed Foundations                 |                            |
|                          |                             |                                | Santa Monica Ed Foundation |
|                          |                             |                                | Malibu Ed Foundation       |
|                          |                             | Legislation                    |                            |
|                          |                             | Parent Education               |                            |
|                          |                             | DEI                            |                            |
|                          |                             | Scholarships                   |                            |
|                          |                             |                                | Malibu HS Scholarship      |
|                          |                             |                                | Olympic HS Scholarship     |
|                          |                             |                                | Samohi Scholarships        |
|                          |                             | Senior Grad Nights             |                            |
|                          |                             |                                | Olympic Grad Night         |
|                          |                             |                                | Malibu Grad Night          |
|                          |                             |                                | Samohi Grad Nite           |
|                          |                             | Student Recognition            |                            |
|                          |                             |                                | Reflections                |