

REQUEST FOR CHECK

REQUESTER FILLS IN THIS SECTION

Date of Request: _____

Person Requesting: _____

Make Check Payable To: _____

Amount of Check: \$ _____

Purpose: _____

Signature of Requester: _____

Note: If item has already been purchased, please attach a receipt to this form. Otherwise, provide receipt within 30 days of incurred expense.

Notice:

Approval must be obtained on all purchases. Failure to obtain approval may result in the purchaser having to incur the expenses. Signature of the PTA President is *required* before treasurer will issue check.

Approval: _____ Date: _____

For Treasurer's Use Only

Date Issued: _____ Check Number: _____

Charged to Budget Item: _____

Comments: _____

Signature of Treasurer: _____