

Treasurer's Notes

Check#: _____
Date of Issue: _____
Amount Paid \$ _____

PTA Check Request

Make Check Payable to:

Name: _____

Address: _____

Payment Delivery:

Mail ☐

PTA Folder ☐

Hand Deliver ☐

INSTRUCTIONS:

- 1) Indicate the budget line item against which each expense item is to be charged.
- 2) Unless otherwise indicated, the Treasurer will mail the payment to the payee.
- 3) Receipt(s) and/or invoice(s) must be attached.

<u>Item</u>	<u>Budget Account</u>	<u>Amount</u>
_____ _____	_____	
_____ _____	_____	
_____ _____	_____	
_____ _____	_____	
_____ _____	_____	
_____ _____	_____	
_____ _____	_____	
_____ _____	_____	

Total \$ _____

Check Requested by:

Name: _____ Date: _____ Phone: _____

Approved by (2 signatures required):

Treasurer or 1st VP

President or 1st VP