

Check Request Form

Date _____ Submitted By: _____

Check payable to: _____ Amount _____

Expense Category (Budget item to be credited)

- | | | | |
|---------------------------|---------------------------|-----------------------------|-----------------------|
| _____ Beautification | _____ Buttons/Labels | _____ Classroom Ed.Supplies | _____ Cultural Arts |
| _____ First Aid | _____ Fundraiser | _____ Hospitality | _____ Legal/Insurance |
| _____ Movie Night | _____ Newsletter | _____ Operating Expense | _____ Programs |
| _____ PTA Convention | _____ PTA Membership | _____ PTA Snack | _____ PTA Snack |
| _____ School Projects | _____ School Supply Packs | _____ Teacher Mini Grants | _____ Uniform |
| _____ Volunteer/Room Moms | | | |

Brief Explanation of funds Requested: _____

PTA Board Member Position Signature Date

PTA Executive Approval Position Signature Date

**** Attach receipt, invoice or other documentation****

Date	Check #	Budget Acct	Amount	Sign.on Check

Split:

Account	Amount