

Grand Oak Elementary School PTA

CHECK REQUEST – ROOM PARENT (CLASS CELEBRATION)



Which TEACHER and GRADE was the class party for?

**PLEASE NOTE: Receipt must be attached to this check request, only party items may be on the receipt,
NO PERSONAL ITEMS, please ***
(If you have 2 classes, please provide separate receipts and check requests)**

Who is the check Payable to? Name: _____

TOTAL MULTIPLE RECEIPTS HERE

TOTAL AMOUNT REQUESTED: \$ _____

DATE REQUESTED: _____

Receipt Amounts

TOTAL \$

Where should we mail the check?

(NAME & ADDRESS): _____

Please submit to Jocelyn May for approval (Signature), you can place it in the "ROOM PARENT" folder in the PTA work room on the desk. After you drop it off please email her at jocy1978@yahoo.com

COMMITTEE CHAIR (Jocelyn May) SIGNATURE: _____

PTA OFFICER USE ONLY:

PTA PRESIDENT SIGNATURE: _____

CHECK NUMBER: _____ AMOUNT: _____ DATE PAID: _____

SALES TAX PAID \$ _____

Delivered (Date: _____) Treasury Software Spreadsheet

INSTRUCTIONS

1. Complete form & attach the receipt or invoice.
2. Place in ROOM PARENT folder and email Jocelyn
3. Checks are written weekly. If you need your check in less than 7 days, alert the treasurer via email

Treasury Contact: goeptatreasurer@gmail.com