

Grand Oak Elementary School PTA

CHECK REQUEST – ROOM PARENT (CLASS CELEBRATION)



Which TEACHER and GRADE was the class party/event for?

**PLEASE NOTE: Receipt(s) must be attached to this check request. Only party items may be on the receipt(s),
NO PERSONAL ITEMS.
(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: \$ _____

Receipt Amounts

DATE REQUESTED: _____

TOTAL \$

TOTAL

\$

Where should we mail the check?

(NAME & ADDRESS): _____

Please submit/email the room parent coordinator for approval and drop off form with receipts to the school's front office. The room parent coordinator will review / approve / sign the request and then submit it to the PTA President and Treasurer for check disbursement.

ROOM PARENT COODINATOR SIGNATURE: _____

PTA OFFICER USE ONLY:

PTA PRESIDENT SIGNATURE: _____

CHECK NUMBER: _____ AMOUNT: _____ DATE PAID: _____

SALES TAX PAID \$ _____

Delivered (Date: _____) Treasury Software Spreadsheet

INSTRUCTIONS

1. Complete this form & attach the receipt(s) or invoice(s).
2. Email the room parent coordinator when ready for approval.
3. Drop off all documents (form and receipts) to the school's front office.
4. Checks are written weekly. If you need your check in less than 7 days, please alert the treasurer via email.

Treasury Contact: goeptatreasurer@gmail.com

Room Parent Coordinator: goeroomparents@gmail.com