

Grand Oak Elementary School PTA

CHECK REQUEST



SPECIFIC BUDGET LINE ITEM: _____

DESCRIPTION OF EXPENDITURE: _____

PLEASE COMPLETE BUDGET/EXPENSE INFORMATION:

Approved Committee Budget	
Less:YTD Expense (before request)	
Remaining Budget	

*****RECEIPT MUST ACCOMPANY CHECK REQUEST AND
MAY NOT CONTAIN PERSONAL/NON-REIMBURSABLE ITEMS *****

PAY TO THE ORDER OF: _____

TOTAL MULTIPLE RECEIPTS HERE

TOTAL AMOUNT REQUESTED: \$ _____

DATE REQUESTED: _____

DATE REQUIRED: _____

Receipt Amounts

TOTAL
\$

PROCESS CHECK AND: Deliver check to _____ PTA Mailbox

Mail check to _____

COMMITTEE CHAIR SIGNATURE: _____

PTA PRESIDENT SIGNATURE: _____

TREASURER:

CHECK NUMBER: _____ AMOUNT: _____ DATE PAID: _____

SALES TAX PAID \$ _____

INSTRUCTIONS

1. Complete form & attach the receipt or invoice.
2. Obtain committee chair & PTA President's signatures.
3. Submit check request via the Treasurer's PTA Mailbox.
4. Checks are written weekly. If you need your check in less than 7 days, alert the Treasurer via e-mail.