CHECK REQUEST FORM

Requester Fills In

Date of Request Person Requesting Make Check Payable to Amount of Check $

Purpose

Signature of Requester

Note: If item has already been purchased, please attach receipt(s) to this form. Otherwise, provide receipt(s) as soon as possible after purchase. Approval must be obtained on all purchases. Failure to obtain approval may result in purchaser having to incur the expenses. Signature of the PTA president is required before treasurer will issue check.

Approval Date

FOR TREASURER’S USE ONLY

Date Issued Check Number

Charged to what budget item Comments

Treasurer’s Signature

