

Check Request

Budget Category (If you have questions please ask a PTA Treasurer)

- | | |
|---|---|
| <ul style="list-style-type: none"><input type="checkbox"/> After School Programs<input type="checkbox"/> Art Council<input type="checkbox"/> Book Fair<input type="checkbox"/> Camps<input type="checkbox"/> Carnival Expense<input type="checkbox"/> Compliance<input type="checkbox"/> Drama Expense<input type="checkbox"/> Field Day<input type="checkbox"/> Field Trips<input type="checkbox"/> Field Trip Scholarships<input type="checkbox"/> Gift Wrap Expenses<input type="checkbox"/> ID Tag Expense<input type="checkbox"/> Instructional Budget Supplement<input type="checkbox"/> Legislative<input type="checkbox"/> Library/Information Technology | <ul style="list-style-type: none"><input type="checkbox"/> Membership Service Fee<input type="checkbox"/> Other Instruction<input type="checkbox"/> Plant Sale Expenses<input type="checkbox"/> Postage and Office Supplies<input type="checkbox"/> Major Fundraising (auction/direct ask)<input type="checkbox"/> Recognition and Hospitality<input type="checkbox"/> Required Insurance<input type="checkbox"/> Science Council<input type="checkbox"/> Script Expense<input type="checkbox"/> Social Events<input type="checkbox"/> Staff Appreciation Week<input type="checkbox"/> Student Community Service<input type="checkbox"/> T-Shirt Expenses<input type="checkbox"/> Year Book Expense<input type="checkbox"/> Other _____ |
|---|---|

PTA Member Requesting Check: _____

Check Payee: _____

Receipts or Invoices Attached Yes No

Check to be mailed? Yes No

Address if being mailed: _____

Description of expense: _____

Amount: \$ _____ Date: _____

Treasurer Use Only:

Check #: _____ Date Issued: _____ By: _____