

Horizon Elementary PTA 2010 - 2011

CHECK REQUEST FORM

- ❖ Please fill out this form completely.
- ❖ Receipts must be attached to this form.
- ❖ Give this form with attached documentation to the treasurer.

NOTE: If item has already been purchased, please attach a receipt to this form. Otherwise, provide purchase order and a receipt after purchase. Approval must be obtained on any expenditure not clearly designated in the budget. Failure to obtain approval may result in the requester having to incur the expenses. Signature of the PTA President is required BEFORE treasurer will issue check.

Date of Request _____ Amount Requested \$ _____

Submitted by _____
Submitter's Signature

Purpose _____

Make Check Payable To _____

To be completed by PTA officers

Approved by _____ Date _____
PTA President's SIGNATURE

FOR TREASURER'S USE ONLY

Check Issued? Yes No Check Number _____

Date of Check _____ Amount \$ _____

Comments _____

Budget Category _____