

School One PTA  
2008-2009  
Request for Check

*Please staple the receipt to the back of this form*

Reason for Expenditure(s):

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Payable to: \_\_\_\_\_

Amount: \_\_\_\_\_

Committee: \_\_\_\_\_

Committee Chairperson: \_\_\_\_\_

For Treasurers use:

Check #: \_\_\_\_\_

Date Check Issued: \_\_\_\_\_

Date check appeared on bank statement: \_\_\_\_\_

Reported on budget report dated: \_\_\_\_\_

Account(s): \_\_\_\_\_

Notes: