



School One Parent Teacher Association

Request for Check Form

*Note: Original Receipt(s) must be attached to this form. Checks will be mailed to the mailing address listed below.

Date: _____

Reason for Expenditure(s):

Payable to:	
Address to Mail Check:	
Amount	
Committee	
Committee Chairperson	

For Treasurer's Use:

Check # _____ Date Check Issued: _____

Notes:

Contact PTA Treasurer: soptatreasurer@gmail.com with any questions.

Members Make the Difference!

Today's PTA Parents Are...Empowered • Informed • Responsible