

Person Requesting: _____ Date: _____

Make check payable to: _____ Amount of check: _____

Purpose: _____

Attach receipts to this form. Receipts should not contain any personal items. When making purchases for the PTA, please pay for them separately and obtain a separate receipt.

Signature of requester: _____

Approval

Approval must be obtained on all purchases. Failure to obtain approval may result in the purchaser having to incur the expenses. Signature of the PTA President is required before the Treasurer will issue a check.

Approval: _____ Date: _____

Charge to Budget Item:

Appreciation Awards		Cultural Arts		Newsletter		Silent Auction
ARC		Dance		Operating expenses		Skate Night
Audit		Fall Festival		Production Lab		Spirit Shirts
Bank Charges		Fifth Grade		PTA Council Fees		Staff Appreciation
Bingo		Handbook		PTA State Fees		Student Support
Book Fair		Historian		Recycle		Teacher Allotments
Book Fair Hospitality		Hospitality		Reflections		Yearbook
Boosterthon Fun Run		Instructional Support		School Improve-ments		Website
Clinic		Leadership		School Store		
Community Outreach		Membership		Secret Shopping		

For Treasurer's Use Only

Date issued: _____ Check Number: _____

Comments: _____

Signature of Treasurer: _____

