



Westchester Elementary PTA
CHECK REQUEST FORM



To be used for items already budgeted (or pre-approved) and purchased
Fill out, have committee chair sign, and put into PTA Treasurer's mailbox
RECEIPT/INVOICE MUST BE ATTACHED FOR PAYMENT

Date: _____

Requested By: _____
Check written to: _____

Budgeted Categories, enter amount in each account that applies

- | | |
|--|----------------------------------|
| _____ Apparel | _____ Membership Renewals-Annual |
| _____ Banners | _____ Misc Operating Supplies |
| _____ Book Fair: Misc | _____ PTA Development |
| _____ Bulletin Board Maintenance | _____ Reflections |
| _____ Field Day | _____ Safety Town |
| _____ Hardship | _____ School Initiatives |
| _____ Holiday Store | _____ Student Incentives |
| _____ Hospitality: Birthday Club | _____ Website |
| _____ Hospitality: Meetings | _____ Yearbook |
| _____ Hospitality: Non-Instructional Inc | _____ Other, Explain |
| _____ Hospitality: Instructional Incentive | |

_____ Check Total

Disbursement:

US Mail Address: _____ - or - _____ Contact Phone # _____

PTA USE ONLY

Check # _____

I certify the purpose of this item within the authority of the PTA

Signature of Treasurer: _____

Date _____

Authorized by: _____

Date _____

****Make sure to keep a copy of your receipts before submitting****