



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

- | | |
|--|-------------------------------|
| _____ Academic Nights | _____ Membership Benefits |
| _____ Banner Sales | _____ Misc Operating Supplies |
| _____ Bingo Night | _____ No Fuss Fundraiser |
| _____ Book Fair | _____ Odyssey of the mind |
| _____ Box Tops | _____ Publishing |
| _____ Bulletin Board Maintenance | _____ Reflections |
| _____ Field Day | _____ Safety Town |
| _____ Fifth Grade Dance | _____ Safety & Security |
| _____ Hardship | _____ Student Incentives |
| _____ Holiday Store | _____ T-Shirts |
| _____ Hospitality: Birthday Club | _____ Technology |
| _____ Hospitality: Boo Hoo Bags | _____ Volunteer of the Month |
| _____ Hospitality: Meetings | _____ Website |
| _____ Hospitality: Non-Instructional Inc | _____ Winter Social |
| _____ Hospitality: Instructional Incentive | _____ Yearbook |
| _____ K Water Day | _____ Other, Explain |

_____ 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****