Check / Payment Request Form

Request Date: _____

Due Date: _____

Payable To: _____

Amount: _$_____

Address: _____

_____

_____

Description/Reason:

_____

_____

Requested By: _____

****

To be completed by PTA Treasurer

Budget Category: _____

Within Budget: YES:____ NO*:____   (if NO needs Board approval)

Approval Date: _____

Check# /Debit info: _____