



# Check Request Form

2020 - 2021

Clark Elementary PTA  
335 1<sup>st</sup> Avenue SE  
Issaquah, WA 98027  
www.clarkpta.org

### INSTRUCTIONS:

1. Complete the Check Request, Approval, and Delivery sections below.
2. Attach receipts with expenses clearly marked OR attach invoice from vendor.
3. Turn in to Committee Chair for approval. (Teachers skip this step and put in PTA mailbox)
4. Committee Chair submits to appropriate Board Member.

*If you have not heard anything after 2 weeks, contact the Treasurer.*

COMMITTEE/EVENT/TEACHER: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ITEMS PURCHASED OR TO BE PURCHASED	QTY	COST

AMOUNT OF CHECK: \$ \_\_\_\_\_ DATE CHECK NEEDED: \_\_\_\_\_

MAKE CHECK PAYABLE TO: \_\_\_\_\_

**APPROVAL:** \_\_\_\_\_  
*PTA Committee Chair or Teacher - Signature & Date*

**APPROVAL:** \_\_\_\_\_  
*PTA Board Member - Signature, Position & Date*

### Delivery:

Kidmail / PTA Committee Folder      OR       Regular Mail (Mailing Address)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Child's Name, Teacher, Grade*

\_\_\_\_\_

\_\_\_\_\_

**YELLOW COPY -**

**WHITE COPY -**

### TREASURER'S USE ONLY

DATE PAID: \_\_\_\_\_  
 CATEGORY: \_\_\_\_\_  
 CATEGORY: \_\_\_\_\_  
 BUDGET AMOUNT: \_\_\_\_\_

CHECK NUMBER: \_\_\_\_\_  
 SUB-CATEGORY: \_\_\_\_\_  
 SUB-CATEGORY: \_\_\_\_\_  
 REMAINING BUDGET: \_\_\_\_\_

CHECK AMOUNT: \_\_\_\_\_  
 AMOUNT: \_\_\_\_\_  
 AMOUNT: \_\_\_\_\_