



Check Request Form

2017 - 2018

Clark Elementary PTA
335 1st 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 turn in to Treasurer)
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

TREASURER'S USE ONLY

DATE PAID: _____	CHECK NUMBER: _____	CHECK AMOUNT: _____
CATEGORY: _____	SUB-CATEGORY: _____	AMOUNT: _____
CATEGORY: _____	SUB-CATEGORY: _____	AMOUNT: _____
BUDGET AMOUNT: _____	REMAINING BUDGET: _____	