



Clark Elementary PTA  
 500 2nd Ave SE  
 Issaquah, WA 98027  
 425.837.6294  
 www.clarkpta.org

everychild.onevoice

## CHECK REQUEST FORM

### 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

\_\_\_\_\_

\_\_\_\_\_

Child's Name, Teacher, Grade

Mailing Address

**YELLOW COPY – WILL BE RETURNED TO YOU WITH YOUR CHECK.    WHITE – TREASURER.**

### TREASURER'S USE ONLY

DATE PAID: \_\_\_\_\_ CHECK NUMBER: \_\_\_\_\_ CHECK AMOUNT: \_\_\_\_\_

CATEGORY: \_\_\_\_\_ SUB CATEGORY: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

CATEGORY: \_\_\_\_\_ SUB CATEGORY: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

BUDGET AMOUNT: \_\_\_\_\_ REMAINING BUDGET: \_\_\_\_\_