

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

INSTRUCTIONS:

- 1. Complete all sections below with an * next to them.
- 2. Attach receipts with expenses clearly marked OR attach invoice from vendor.
- 3. Turn into Committee Chair for approval. (Teachers skip this step & turn into PTA mailbox)
- 4. Committee Chair submits to appropriate Board Member (or place in PTA Mailbox)
- 5. The last day to turn in check request forms is May 31st, 2025.

REQUESTED BY:		DATE:			
TEMS PURCHASED OR TO BE PU	JRCHASED*		QTY	COST	
MAKE CHECK PAYABLE TO:					
PTA B	oard Member – Signatu	re, Pos	ition & Date		
PTA B		re, Pos	ition & Date		
APPROVAL: PTA B *Delivery:	oard Member – Signatu	re, Pos	ition & Date	ng Address)	
APPROVAL: PTA B *Delivery:	oard Member – Signatu Board Member – Signatu	re, Pos re, Pos	ition & Date ition & Date	ng Address)	
APPROVAL: PTA B Delivery: Kid mail/Teacher Mailbox	oard Member – Signatu Goard Member – Signatu OR	re, Pos	ition & Date ition & Date	ng Address)	
APPROVAL: PTA B *Delivery: Kid mail/Teacher Mailbox	oard Member – Signatu Board Member – Signatu	re, Pos	ition & Date ition & Date		
APPROVAL: PTA B *Delivery: Kid mail/Teacher Mailbox [student name and teacher name]	oard Member – Signatu Toard Member – Signatu OR	re, Pos	ition & Date ition & Date Regular Mail (Mailin	T:	