



Check Request Form

2022-2023

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

INSTRUCTIONS:

1. Complete the Check Request, Make Payable to, 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 & turn in to Treasurer-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, 2023.

Requests are processed once a week (excluding holidays & breaks). Please cash immediately.

COMMITTEE/EVENT/TEACHER: _____

REQUESTED BY: _____ DATE: _____

ITEMS PURCHASED OR TO BE PURCHASED	QTY	COST

TOTAL REQUESTED: \$ _____

MAKE CHECK PAYABLE TO: _____

APPROVAL: _____
PTA Board Member – Signature, Position & Date

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PTA Board Member – Signature, Position & Date

Delivery:

Kidmail/Teacher Mailbox OR Regular Mail (Mailing Address)

Child's Name, Teacher, Grade

TREASURER'S USE ONLY

DATE PAID: _____
CATEGORY: _____
CATEGORY: _____
BUDGET AMOUNT: _____

CHECK NUMBER: _____
SUB-CATEGORY: _____
SUB-CATEGORY: _____
REMAINING BUDGET: _____

CHECK AMOUNT: _____
AMOUNT: _____
AMOUNT: _____