



# Check Request Form

## 2023-2024

Clark Elementary PTA  
335 1<sup>st</sup> 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 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 31<sup>st</sup>, 2024.

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*

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

**\*Delivery:**

- Kid mail/Teacher Mailbox OR  Regular Mail (Mailing Address)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 [student name and teacher name]

**TREASURER’S USE ONLY**

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