

OAK PTA

CHECK REQUEST FORM

PLEASE ATTACH
RECEIPTS TO
BACK SIDE OF
THIS CORNER.

REQUESTED DATE: _____

REQUESTED BY: (PLEASE PRINT) _____

SIGNATURE : _____

COMMITTEE: _____

CHECK PAYABLE TO: _____

ITEM(S)/PURPOSE(S)

- | | |
|----------|----------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |
| 3. _____ | \$ _____ |
| 4. _____ | \$ _____ |
| 5. _____ | \$ _____ |
| 6. _____ | \$ _____ |
| 7. _____ | \$ _____ |

TOTAL AMOUNT \$ _____

FOR PTA TREASURER'S USE ONLY – Please do not write below this line.

TURN IN DATE: _____ CHECK NUMBER: _____

BUDGET ITEM: _____

NOTES: