

Treasurer's Notes

Check#: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_

# Prairie Creek Elementary PTA Check Request

**Make Check Payable to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Payment Delivery:**

Mail

PTA Folder

Hand Deliver

**INSTRUCTIONS:**

- 1) Indicate the budget line item against which each expense item is to be charged.
- 2) Unless otherwise indicated, the Treasurer will mail the payment to the payee.
- 3) Receipt(s) and/or invoice(s) must be attached.

<u>Item</u>	<u>Budget Account</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Total \$</b>		_____

**Check Requested by:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**Approved by (2 signatures required):**

\_\_\_\_\_  
*Treasurer*

\_\_\_\_\_