Treasurer's Notes
Check#: _____
Date Issue_____
Amount Paid_____

Prairie Creek Elementary PTA
Check Request

Make Check Payable to:
Name: _____

Budget Category: _____

INSTRUCTIONS:
1) Indicate the budget line item against which each expense item is to be charged.
2) The Treasurer will put your check in the PTA Folder.
3) Receipt(s) and/or invoice(s) must be attached**.**
COPIES OF RECEIPTS ONLY. Please keep the original receipt for your records.

Note: PTA will not reimburse for sales tax.

Item	Budget Account	Amount
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Total: $_____

Check Requested by:

Name: _____ Date: _____ Phone: _____

Approved by:

_____
Treasurer