

PTA Check Request

Date: _____

To: Treasurer for [✓ one]:

- Council Primrose SIS SMS SHS SEPTA

From: _____

Committee: _____

Please write a check payable to _____

in the amount of \$_____ for _____

Please check (✓) one.

- I have attached the necessary invoice, bill, and/or receipt.
 I will forward the necessary invoice, bill, and/or receipt within a few days.

Please check (✓) one.

- Please send the check through my child's backpack:

Child: _____ Teacher: _____

- Please leave the check in the Treasurer's folder in the main office for me to pick up.

- Please mail the check to this address: _____

Approved by _____

Check # _____

Date Check Issued _____