

PTA Check Request

Date: _____

To: Treasurer for [✓ one]:

Council Primrose SIS SMS SHS SEPTA

From: _____

Committee: _____

Child's Name/Teacher: _____

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.
 - Please leave the check in the Treasurer's folder in the main office for me to pick up.
 - Please mail the check to me at this address _____
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Approved by _____

Check # _____ Date Check Issued _____