

FOR ACCOUNTING

Date:

Amount:

Check #:

West Aurora High School PTSO

CHECK REQUEST

Today's Date: _____

Date Needed: _____

Check Amount: \$ _____

Payable to: _____

Explanation: _____

Requisitioner's Signature:

Date

President Approval

Date

Treasurer Approval

Date

RECEIPTS, INVOICES OR QUOTES (followed by invoice) MUST BE ATTACHED.