

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 _____

Approved by _____

Check # _____

Date Check Issued _____