

CHECK REQUEST FORM

2011 - 2012 / OAK GROVE PTA

Person Requesting: _____

Date: _____

Please fill out form **completely**, attach supporting receipts, and place it in the **PTA Treasurer's Box** in School Office
**** Allow TEN days to receive your check ****

1. Purpose of Check: _____

2. Make Check Payable to: _____

Address (if check is to be mailed): _____

3. Amount of Check: \$ _____ → **Attach ALL RECEIPTS to this form.**

*** NOTE: Multiple receipts MUST have a summary page listing the amount from each receipt and showing the total.

*** PLEASE make sure amounts add up correctly and match the check request amount !!

4. Principal's Approval _____

5. Please **CIRCLE THE ACCOUNT to be charged for this expense:**

Academic Competitions	Electronic Communications	Membership Dues	School Pictures
Art Show	Faculty/Staff Appreciation	Music Enrichment	School Supplies
Art Supplies	Family Dance	Musical Performance	Science Night
Asst. Principal's Fund	Field Day	Nutrition and Wellness	Spirit wear
Book Fairs	5 th Grade Celebration	Patrol	Staff Training & Dev
Boosterathon	Fun Run	PE Equipment	Stationery & Postage
Building & Grounds	Grandfriends	President's Fund	Teacher Start-Up Fun
Cafeteria & Custodial Fund	Health & Safety/Clinic	Principal's Fund	Teaching Supplies
Club Day	Honors Day	PTA Workshops & Mtgs	Track Club
Class Funds	Hospitality	Red Ribbon Week	Website
Computer Supplies	Ice Cream Social	Reflections	Yearbook Publication
Contingency	Insur./Prof. Services	Registration	
Council Dues/Support(PTA)	Literary Guild	Restricted Funds	
Counselor Program	Math Superstars	Safe Routes to School	Ck Signer Initials
Cultural Arts	Media Center	School Directory	Ck Signer Initials

Other Revenue or Expense Account (describe) _____

For Treasurer's Use Only

Date Received: _____

Amount Paid: \$ _____

Check #: _____

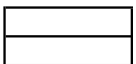
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