Torrence Creek Elementary PTA

" Making every child's potential a reality"

CHECK REQUEST

SPECIFIC BUDGET LINE ITEM: _____

DESCRIPTION OF EXPENDITURE: _____

_____

*****RECEIPT MUST ACCOMPANY CHECK REQUEST AND MAY NOT CONTAIN PERSONAL/NON-REIMBURSABLE ITEMS *****

PAY TO THE ORDER OF: _____

TOTAL MULTIPLE RECEIPTS HERE

TOTAL AMOUNT REQUESTED: $_____

DATE REQUESTED: _____

DATE REQUIRED: _____

Receipt Amounts	
TOTAL	**$**

PROCESS CHECK AND: ___ Deliver check to _____ PTA Mailbox

___ Mail check to _____

_____

_____

COMMITTEE CHAIR SIGNATURE: _____

PTA PRESIDENT SIGNATURE: _____

TREASURER:
CHECK NUMBER: _____ AMOUNT: _____ DATE PAID:_____

SALES TAX PAID $_____ Remaining Budget:_____

INSTRUCTIONS

1. Complete form & attach the receipt or invoice.
2. Obtain committee chair & PTA President's signatures.
3. Submit check request via the Treasurer's PTA Mailbox.
4. Checks are written weekly. If you need your check in less than 7 days, alert the Treasurer via e-mail.

REV AUG 2013