



Check Request Form

2019 - 2020

Clark Elementary PTA
335 1st Avenue SE
Issaquah, WA 98027
www.clarkpta.org

INSTRUCTIONS:

1. Complete the Check Request, Approval, and Delivery sections below.
2. Attach receipts with expenses clearly marked OR attach invoice from vendor.
3. Turn in to Committee Chair for approval. (Teachers skip this step and put in PTA mailbox)
4. Committee Chair submits to appropriate Board Member.

If you have not heard anything after 2 weeks, contact the Treasurer.

COMMITTEE/EVENT/TEACHER: _____

REQUESTED BY: _____ DATE: _____

ITEMS PURCHASED OR TO BE PURCHASED	QTY	COST

AMOUNT OF CHECK: \$ _____ DATE CHECK NEEDED: _____

MAKE CHECK PAYABLE TO: _____

APPROVAL: _____
PTA Committee Chair or Teacher – Signature & Date

APPROVAL: _____
PTA Board Member – Signature, Position & Date

Delivery:

Kidmail / PTA Committee Folder OR Regular Mail (Mailing Address)

Child's Name, Teacher, Grade

YELLOW COPY -

WHITE COPY -

TREASURER'S USE ONLY

DATE PAID: _____
 CATEGORY: _____
 CATEGORY: _____
 BUDGET AMOUNT: _____

CHECK NUMBER: _____
 SUB-CATEGORY: _____
 SUB-CATEGORY: _____
 REMAINING BUDGET: _____

CHECK AMOUNT: _____
 AMOUNT: _____
 AMOUNT: _____