

Richardson Heights PTA
Check Request Form

For Treasurer's Use:
Check#: _____
Date of Issue: _____
Amount Paid \$ _____

Make Check Payable to:

Name: _____
Address: _____

Payment Delivery:
Mail
PTA Folder
Hand Deliver

INSTRUCTIONS:

- 1) Indicate the budget line item against which each expense item is to be charged.
- 2) Unless otherwise indicated, the Treasurer will mail the payment to the payee.
- 3) Receipt(s) and/or invoice(s) must be attached.

<u>Item/Purpose</u>	<u>Budget Account</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
	Total \$	_____

Requestor Signature: _____ Date: _____ Phone: _____

Approved (if not payable to chairperson): _____

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