

Check Request Form  
Wilchester Elementary PTA

Date: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**How to Disburse Check:**

(Payments to PTA members should be picked up)

- Mail to vendor       I will pick up       Deliver to my school mail slot  
 Other \_\_\_\_\_

**Budget/Account to be debited:**

(Be specific – i.e. hospitality, silent auction - decorations, landscaping, Reflections, etc.)

\_\_\_\_\_  
\_\_\_\_\_

**Description of Item/Service Purchased**

(Be specific)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Amount: \$ _____	For Office Use Only Date Written: _____
Check Number: _____	Date Entered: _____