

Check Request Form
Wilchester Elementary PTA

Date: _____

Amount: \$ _____

Payable To: _____

Address: _____

How to Disburse Check:

(Payments to PTA members should be picked up)

- Mail to vendor – **Please attach 2 copies of the invoice(s).**
- I will pick up
- Deliver to my school mail slot
- Other _____

Budget/Account to be debited:

(Please include both the category & budget line item code. For instance: LA Cadre, LAC4, etc. If an expense for auction, carnival, etc., please note the specific type of expense: "silent auction decorations")

Category/Expense Type: _____

Budget Line Item Number: _____

Description of Item/Service Purchased

(Be specific)

Requested by: _____

Telephone Number: _____ **Email:** _____

----- FOR OFFICE USE ONLY -----		
Amount: \$ _____	Date Written: _____	PTA Pres Approval
Check Number: _____	Date Entered: _____	_____