



CHECK REQUEST FORM

Pay to the order of: _____

Amount of check: _____

Send to: _____

Date requested: _____ Date needed: _____

Budget line(s) (*circle one*): _____

Budget line options:

Student Enrichment

Hospitality

Teacher supplies

Education/classroom supplies

Fundraisers (please indicate which one)

Social Committee

Student Performances (i.e. Christmas Program, Spring Program, Band Concert, etc.)

Faculty Appreciation

Miscellaneous

PTO supplies

Reason for expenditure: _____

Signature (person making request): _____

Signature of Board Member/Committee Chair: _____

ATTACH RECEIPTS!!!

For Treasurer's use only:

Date paid: _____ *Check number:* _____