

MEADOW WOOD PTA CHECK REQUEST FORM

Date: _____

Requested by: _____

Make check payable to: _____

Checks will be placed in chairperson's file in the copy room unless otherwise indicated, or stamped and addressed envelope is attached to this form.

Budget Category	Description	Amount

Check Request Total \$ _____

Remember to use the tax exemption certificate when purchasing items for PTA use.

Sales tax will not be reimbursed.

Attach Receipt(s) to this form and return to the Treasurer's Folder in the Copy Room.

Invoice Received: _____
Date Paid: _____
Check Number: _____
Amount: _____