

PTA Check Request Form

Event:

(e.g. Fall Fest, etc.)

Category:

(e.g. flyers, food, entertainment [description], etc.)

Requested by:

(print name and sign)

Please indicate how you would like this check to be handled:

- Please put my check in my box at school
 - Please mail my check to payee
 - Please mail my check to me (attach stamped, addressed envelope)
 - Other
- _____

Check Request Receipt

Dear _____,

I received your check request in the amount of \$ _____. Your check was handled on _____ in the following manner:

- Your check is attached
 - Your check was mailed to Payee
- _____

- _____

Sincerely,

Stacey Brobst, Treasurer
610-745-8861 (cell)

Date: _____

Check #: _____
(Treasurer's Use Only)