

Pennekamp PTA Check Request

1. Complete the information below and attach all receipts to the check request form. If there are more than two expenses, a spreadsheet or adding machine tape must accompany the receipts with a total.
2. Obtain two VP approvals. Teacher/staff expenses must be reviewed and signed off by the principal.
3. Place approved check request and any documents that need to be included for processing in the "Check Request" file on the PTA desk. Checks will be distributed as indicated below.
4. Please direct any questions to PTA Treasurer Lilly Chang at lilly@vnsn.net.

Requested by: _____ Date: _____

Committee: _____ (Please check) Mail _____ Teacher/Staff Mailbox _____

Make Check Payable To: _____

Address: _____ Phone: _____

Expense Description: Amount

| | |
|---------------------|----|
| 1. | \$ |
| 2. | \$ |
| Total Check Amount: | \$ |

Approved by: _____ Approved by: _____

Principal (for teacher/staff expenses only): _____

Treasurer: Check# _____ Date _____ Account _____ (7/23/07)

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