

Crabapple Middle School PTA

Request for Check

Please place completed form in the PTA mailbox in the Teacher's Mailbox Room or email to GG Bertolini at ggbertolini8@gmail.com

All checks are written once a month, if you need it sooner, please contact GG Bertolini at 770.310.1088. All checks will be put into CMS PTA mailbox in the Teacher's Mailbox Room unless otherwise specified below.

Requester completes this section:

Date of Request: _____

Person requesting: _____

Amount of Check _____ Phone #: _____

Make check payable to: _____

Description of Expenditure: _____

Budget to be charged against: _____

Signature of Requester: _____

Notes: _____

Notice

Approval must be obtained on all purchases. Approval of a PTA President is required before the Treasurer will issue a check.

PTA President Approval: _____

Date: _____

For Treasurer's Use Only

Date Issued: _____ Check Number: _____

Charged to budget line item: _____

Comments: _____

Treasurer's Signature: _____