WEST WOODLAND **PTA**

Check Request Form
2016-2017 School Year

Please use this form to request funds from the PTA. Please complete the form, staple receipts or invoices to it, and return it to the PTA Treasurer's box in the Office. Once approved, payment will be made within 5 business days. Please contact the PTA treasurers at westwoodlandtreasurer@gmail.com if you have any questions.

Make Check Payable to:	Date:
Room Number or Address	email
Signature:	Ph. #:

Purpose of check:
PTA Project(s): (e.g. specific classroom, art docent, chess club, auction, etc.)

Please give a detailed accounting of each item and the cost.

Description	Amount
TOTAL	

Other Important Information:

PTA USE ONLY

Check number:	Date:
Prepared by (Initials):	Posted by (Initials):
Comment:	