

Webster Elementary PTA Check Request

Use to pay an invoice, bill, field trip, or a service to vendor. Not a reimbursement.

Date: _____ Amount of Check: \$ _____

Make Payable to: _____

Mailing Address: _____

Committee or Budget: _____

Request by (name): _____

Please send before (due date): _____

Phone Number: _____

Please attach bills, invoices, receipts to the back of this form.

For Treasurer's Use Only

Date: _____

Check # _____

Treasurer's Initials: _____

Co-signer's Initials: _____

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