



## Forest Elementary PTA Check Request Form

Requested by: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Make Check Payable to:

\_\_\_\_\_

- Check needed at school
- Mail to Address:

\_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

PTA Event/ Activity:

\_\_\_\_\_

Description of purchase:

\_\_\_\_\_

Event/Activity Chairperson:

\_\_\_\_\_

Chairperson Signature:

\_\_\_\_\_

Please place the signed Form in the PTA mailbox located in the Forest Elementary main office. If you have any questions, please contact the treasurer at **feptatreasurer@gmail.com**

Treasurer's Notes:

Date Received: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Check# \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Notes:

\_\_\_\_\_