

Check Request – Russell Lee PTA

Amount of check: \$ _____ Date of request: _____

Make check payable to: _____

Requested by (if different): _____

Phone number / address / other contact information for check delivery:

Please attach receipt(s) and/or invoice(s) with your check request

Details, if necessary:

Item	PTA Purpose / Committee	Amount
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Note: Please use the Sales Tax Exemption form (available in Treasurer's folder in the PTA closet) to avoid paying sales tax for PTA purchases.

For Treasurer's use:	
Check No.: _____	Amount: \$ _____ Payee: _____
Date Paid: _____	Budget Category: _____
Contractor? _____	If yes, W-9 on File? _____