



MEMBER CHECK REQUEST

2017-2018

Requester fills in this section

Date check is needed: _____ Date: _____

Person requesting: _____

Make check payable to: _____ Amount of check: _____

Purpose: _____

Attach receipts to this form. Please use Heritage PTA's tax exempt form when making purchases. PTA will **NOT** reimburse sales tax on purchases.

Signature of requester: _____

Charge to budget item:

- | | | |
|---------------------------|--------------------|---------------------|
| Bank Fees | Donuts with Dad | Popcorn |
| Bear Hugs | Entertainment Book | Social Events |
| Beautification | Field Day | Someone Special Day |
| Book Fair | Insurance | Spirit Wear |
| Book Fair Teacher Preview | Membership | Staff Appreciation |
| Bulletin Boards | Misc. | Trivia Night |
| Christmas Parade | Movie Night | Variety Show |
| Club's Choice Fundraiser | Muffins With Mom | Walk A Thon |
| Club's Choice Incentive | Office Supplies | |

Approval

Approval must be obtained on all purchases. Failure to obtain approval may result in the purchaser having to incur the expenses. Signatures of two PTA Officers are required before the Treasurer will issue a check.

Approval: _____ Date: _____

Approval: _____ Date: _____

For Treasurer's Use Only

Date Issued: _____ Check Number: _____

Comments: _____

Signature of Treasurer: _____