



STAFF CHECK REQUEST
Heritage Elementary PTA
2017-2018

Requester fills in this section

Date check is needed: _____ Date: _____

Person requesting: _____ Phone : _____

Make check payable to: _____ Amount of check: _____

Where should check be sent? _____

Purpose: _____

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

Signature of requester: _____

Charge to budget item: PRIMARY or INTERMEDIATE

Audio/Visual/Technology
After School Clubs
Building/Teacher Requests
Character Education
Classroom Rugs
Counselor Discretion

Field Day
Grade Level Request
JA Biz Town
JA in a Day
MAP Incentive Prizes

Missouri Conservation Day
Missouri Day
Parent/Teacher Conf Meals
Recorders 4th
Student Planners

Approval

PRINCIPAL: _____ Date: _____

For Treasurer's Use Only

Date Issued: _____ Check Number: _____

Comments: _____

Signature of Treasurer: _____