

# Radburn PTA Check Request Form

Requested by: \_\_\_\_\_

Date Requested: \_\_\_\_\_

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

Payable to: \_\_\_\_\_

Reason for Check: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PTA Committee/Event: \_\_\_\_\_

Authorized by: \_\_\_\_\_

*This form must be fully completed and submitted to the Treasurer within 30 days of the expense and must have receipts, invoices, or order forms attached.*

<u>Treasurer Use Only</u>
Check # _____
Date: _____
Amount: _____

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