

North Ridge Elementary PTA CHECK REQUEST FORM

Please Print All Information

Date: _____

Your Name: _____ Your Phone #: _____

Circle Committee Budget for Expenses:

PTA General	Health Room	Teacher Mini Grants
PTA Mtgs/Socials	Hospitality	Teacher \$100 Gift Cert
PTA Treasurer Supplies	Membership	Teacher of the Year
Art	Music	Yearbook
Book Fair	Odyssey of the Mind	Volunteer Tutoring Ctr
Class Parents	Pathways	Unicornucopia:
Community Links	PE & Super Kids Day	Games
Copy Room Contrib	Reading Incentives	Ticket Sales
Cultural Arts	Reflections	Raffle
Copy Room	Safety Patrol	Food
Donuts for Dad/Muffins for Mom	Science Fair	PTA Admin Other:
Student Directory	School Support	_____
Environmental	Spirit Walk	
Fifth Grade Program	Spirit Wear	Other: _____
GEMS/Terrific Kids	Sunshine	

Explanation of Expense (please be specific) _____

TOTAL Reimbursement Amount: \$ _____ (Sales Tax Amt: \$ _____)

TO WHOM SHOULD CHECK BE PAID?

Name: _____

Address: _____

_____ Phone: _____

PLEASE ATTACH ALL RECEIPTS, INVOICES, ORDERS FORMS, ETC.

(Do not write below line.)

AUTHORIZED BY:

Treasurer or President Signature

Date

FOR TREASURER'S USE ONLY:

Check Number _____ Date Paid _____

Other Information: _____