



Area II Gwinnett County Council PTA 2012-2013 Check Request Form

Requester fills in this section:

Date of Request: _____

Person Requesting: _____

Title: _____

Make Check Payable to: _____

Amount of Check: \$ _____

Budget Category: _____

Purpose of Expenditure: _____

Delivery Instructions:

_____ Mail directly to vendor

Return to me via:

_____ Mail to my home address

_____ Give to me at next meeting

Note: If item(s) has already been purchased, please attach receipt(s) to this form. Otherwise, provide receipt(s) as soon as possible after purchase. Approval must be obtained on all purchases. Failure to obtain approval may result in purchaser having to incur the expense(s). Signature of the PTA President is required before Treasurer may issue check(s).

Signature of Requester: _____

Date: _____

President Approval: _____

Date: _____

For Treasurer's Use Only

Date Issued: _____

Check number: _____

Budget Line Item: _____

Comments: _____

Treasurer's Signature: _____