

**VIRGINIA RUN ELEMENTARY SCHOOL PTA
CHECK REQUEST**

Today's Date: _____ Date check is needed: _____

Pay to (Payee): _____

This reimbursement is to be paid out of the _____
Committee's budget.

<u>Description of Expenses*</u>	<u>Amounts</u>
_____	\$ _____
_____	_____
_____	_____
_____	_____
Total:	\$ _____

Mailing Instructions: _____

Requestor's Signature: _____

Chairperson's Signature: _____

Treasurer's Signature: _____

***NOTE: There must be a receipt for each expense and there must be funds left in the budget for this to be paid.**

Treasurer's Use:

Budget amount before this check \$_____. Check Number: _____ Date: _____
