

Bear Path PTA Check Request

Please complete form, attach original receipts or invoices, and put in Treasurer's Folder, or scan and email to Treasurer at treasurer@bearpathpta.org

Attach All Receipts/Invoices Here

Receipts Must Be Original

Your Name: _____ Phone: _____

Email Address: _____

Date Request Made: _____ Amount Requested: _____

Make Check Payable To: _____

Address:
(For Mailing Purposes)

OR: Leave in Office or
Teacher's Mailbox (Circle)

Name of Committee, Event, Sale, or Program: _____

Teachers Write your Name and Grade

Money Used For (please check one):

Description/Explanation:

Classroom Allotment

Supplies, books, classroom games, etc.

Field Trip

Payment for Buses, Museums, etc.

Other Teacher/Staff Request

Please Explain

Event/Program/Sale Reimbursement

Budgeted purchase of supplies made by an individual.

Event/Program/Sale Invoice Payment

Budgeted payments for companies and professionals hired.

Other – Please Explain

For Treasurer's Use Only

Approval of PTA President: _____ Date: _____

Signature of Treasurer: _____ Date: _____

Check #: _____ Amount: _____ Date: _____

Applied to Budget Line: _____ Notes: _____

Entered in Ledger: _____ Entered in Budget: _____