



GORRIE ELEMENTARY PTA CHECK REQUEST

Date: _____

Check Payable to: _____

Amount: _____

Reason: _____

Please attach all receipts/invoices as checks cannot be issued without proper documentation of expenses.

Submitted By: _____

Telephone number: _____

Return check to: _____ (name)

___ by mail to this address: _____

___ with Gorrie Student:

Student name and class: _____

Approved By: _____

For Treasurer's Use Only:

Budget Category: _____

Check Number: _____ Date Paid: _____