

OAK PTA CHECK REQUEST

DATE OF REQUEST: _____

CHECK TO BE: _____ MAILED _____ PICKED UP IN OFFICE

SUBMITTER'S NAME: _____

SUBMITTER'S SIGNATURE: _____

E-MAIL ADDRESS (OR PHONE NUMBER) OF SUBMITTER: _____

CHECK MADE PAYABLE TO: _____

MAILING ADDRESS: _____

Date	Purpose of Expenditure (Hot Lunch, Room Party for Rm. 21, etc.)	Description	\$ Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL: _____

PLEASE STAPLE RECEIPTS OR INVOICES TO BACK OF FORM AND LEAVE IN CHECK PROCESSING BASKET. CHECKS WILL BE PLACED IN THE BRIGHT GREEN "CHECKS TO BE PICKED UP" ENVELOPE WITHIN TWO WEEKS IF THEY ARE NOT MAILED.