

**EASTON PTA**  
**CHECK REQUEST FORM**

Date: \_\_\_\_\_

Check Payable To: \_\_\_\_\_

(If check is for individual and you would like to pick it up at school (PTA Mailbox)

Instead of having it mailed please check here. \_\_\_\_\_)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Check Amount: \_\_\_\_\_

Purpose / Explanation: \_\_\_\_\_

\_\_\_\_\_

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Chairperson's Approval: \_\_\_\_\_

**PLEASE ATTACH SUPPORTING DOCUMENTATION**

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Treasurer's Section:

Date Check Issued: \_\_\_\_\_

Check # : \_\_\_\_\_

Category: \_\_\_\_\_