

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: _____

Chairperson's Approval: _____

PLEASE ATTACH SUPPORTING DOCUMENTATION

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Treasurer's Section:

Date Check Issued: _____

Check # : _____

Category: _____