

OAKLEIGH ELEMENTARY PTA CHECK REQUEST

Date: _____

Pay to the order of: _____

Check Amount: _____

Description (Budget Line Item Name): _____

Expense Breakdown: _____

Requested by: _____
Signature

COMPLETE THIS AREA IF YOU ARE RECEIVING ADVANCEMENT OF FUNDS

I _____ promise to return any unspent money to Oakleigh PTA for the advancement of funds listed above.

Recipient of this advancement shall provide appropriate receipts to the Treasurer as soon as possible or when the budgeted line item is completed/fulfilled. If any money is not returned, Oakleigh PTA will have an attorney proceed with recouping appropriate funds.

Forward to Treasurer **Natalie Brown**

For office use only For office use only

Check# _____ Date Paid _____ Paid By _____

OAKLEIGH ELEMENTARY PTA CHECK REQUEST

Date: _____

Pay to the order of: _____

Check Amount: _____

Description (Budget Line Item Name): _____

Expense Breakdown: _____

Requested by: _____
Signature

COMPLETE THIS AREA IF YOU ARE RECEIVING ADVANCEMENT OF FUNDS

I _____ promise to return any unspent money to Oakleigh PTA for the advancement of funds listed above.

Recipient of this advancement shall provide appropriate receipts to the Treasurer as soon as possible or when the budgeted line item is completed/fulfilled. If any money is not returned, Oakleigh PTA will have an attorney proceed with recouping appropriate funds.

Forward to Treasurer **Natalie Brown**

For office use only For office use only

Check# _____ Date Paid _____ Paid By _____